Handbook for the TRGpro™ Handheld Computer

Downloaded from www.Manualslib.com manuals search engine

Copyright

Copyright © 1998 3Com Corporation or its subsidiaries. Palm Computing, Palm Modem, Graffiti, and HotSync are registered trademarks, and Palm OS, the Palm Computing Platform logo, and the HotSync logo are trademarks of Palm Computing, Inc., or its subsidiaries.

Copyright © 1999 TRG Products. All rights reserved. TRGpro, CFPro, and the TRGPro logo are trademarks of TRG Products, Inc. CompactFlash is a trademark of the CompactFlash Association. Other product and brand names may be trademarks or registered trademarks of their respective owners.

Portions of the software licensed from SanDisk Corporation. Copyright © 1999 SanDisk Corporation.

Disclaimer and Limitation of Liability

TRG Products and its subsidiaries assume no responsibility for any damage or loss resulting from the use of this handbook.

TRG Products and its subsidiaries assume no responsibility for any loss or claims by third parties which may arise through the use of this software. TRG Products and its subsidiaries assume no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery, or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

Important: Please read the 3Com End User License Agreement and TRG Products End User Software License Agreement contained in this handbook before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of these agreements.

Palm Desktop Software

Palm™ Desktop software is supplied on a CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you may download the Palm Desktop software from http://www.trgpro.com.

000801

Downloaded from www.Manualslib.com manuals search engine

Contents

Contents:

About This Book:

Chapter 1:
Introduction to Your TRGpro™ Handheld Computer 3
Getting to know your handheld computer 3
What is a TRGpro handheld computer? 3
System requirements 4
Upgrade information 4
TRGpro components 5
Installing the batteries 9
Tapping and typing 10
Tap with the stylus to get things done 10
Elements of the handheld computer interface 11
Opening applications 12
Using menus 13
Three ways to enter data 15
Customizing your handheld computer 19
Palm Desktop software 20
Connecting the cradle 22
Using your handheld computer with another PIM 23

Chapter 2:
Entering Data in Your Handheld Computer 25
Using Graffiti writing to enter data 25
Writing Graffiti characters 25
Graffiti tips 27
The Graffiti alphabet 28
Writing capital letters 29
Writing numbers 29
Graffiti numbers 30
Writing punctuation marks 30
Writing symbols and extended characters 31
Writing accented characters 32
Accent strokes 32
Additional non-English characters 32
Navigation strokes 33
Graffiti ShortCuts 33
Using the onscreen keyboard 35
Using your personal computer keyboard 35
Importing data 36

Downloaded from www.Manualslib.com manuals search engine

Chapter 3:
Managing Your Applications 39
Using the Applications Launcher 39
Selecting applications 39
Switching between applications 39
Categorizing applications 39
Changing the Applications Launcher display 40
Choosing preferences 41
Installing and removing applications 42
Installing add-on applications 42
Installing games 44
Removing applications 45
Removing Palm Desktop software 45
Security 47
Assigning a password 47
Changing or deleting a password 48
Locking your handheld computer 48
Recovering from a forgotten password 49

Chapter 4:
Using Your Basic Applications 51
Overview of basic applications 52
Date Book 52
Address Book 53
To Do List 54
Memo Pad 55
Calculator 55
Expense 56
Common tasks 57
Creating records 57
Editing records 57
Deleting records 59
Purging records 60
Exchanging and updating data: HotSync operations 60
Categorizing records 63
Finding records 67
Sorting lists of records 71
Making records private 72
Attaching notes 74
Choosing fonts 75
Application-specific tasks 76
Date Book 76
Address Book 89
To Do List 94

Downloaded from www.Manualslib.com manuals search engine

Memo Pad 99
Calculator 102
Expense 104

Chapter 5:
Communicating Using Your Handheld Computer 115
Managing desktop e-mail away from your desk..... 115
Setting up Mail on the desktop 116
Synchronizing Mail with your e-mail application 118
Opening the Mail application on your handheld computer... 118
Viewing e-mail items 118
Creating e-mail items..... 120
Looking up an address 123
Adding details to e-mail items 124
Storing e-mail to be sent later..... 127
Editing unsent e-mail 127
Draft e-mail 128
Filing e-mail 129
Deleting e-mail 130
Removing e-mail from the Deleted folder..... 130
Purging deleted e-mail 131
Message List options 131
HotSync options 133
Creating special filters 134
Truncating e-mail items 138
Mail menus..... 139
Beaming information 140

Chapter 6:
Advanced HotSync® Operations 143
Selecting HotSync setup options..... 143
Customizing HotSync application settings 146
Conducting a HotSync operation via modem..... 148
Preparing your personal computer 148
Preparing your handheld computer..... 149
Selecting the conduits for a modem HotSync operation..... 151
Performing a HotSync operation via a modem 152
Conducting a HotSync operation via a network 152
Connecting to your company's dial-in server..... 152
Conducting a HotSync operation via infrared communication 154
Preparing your personal computer
for infrared communication 155
Configuring HotSync Manager for infrared communication. 158
Performing an IR HotSync operation..... 158

Downloaded from www.Manualslib.com manuals search engine

Returning to cradle HotSync operations 159
Frequently asked questions about IR HotSync operations 160
Using File Link 161
Creating a user profile 162

Chapter 7:
Setting Preferences for Your Handheld Computer 165
Viewing preferences 165
Buttons preferences 166
Pen preferences 166
HotSync buttons preferences 168
Digitizer preferences 168
Formats preferences 169
Country default 169
Time, date, week start, and numbers formats 169
General preferences 170
Auto-off delay 170
System, alarm, and game sounds 171
Owner preferences 172
ShortCuts preferences 173
Creating a ShortCut 173
Editing a ShortCut 174
Deleting a ShortCut 174
Connection preferences 175
Creating new configurations 175
Connection/Network Preferences Examples 176
Example: A connection for remote IR HotSync operations 176
Network preferences and TCP/IP software 180
Selecting a service 180
Entering a user name 181
Entering a password 182
Adding telephone settings 183
Connecting to your service 186
Creating additional service templates 186
Adding detailed information to a service template 187
Creating a login script 190
Token-based authentication systems 190
Plug-in applications 191
Deleting a service template 194
Network preferences menu commands 195
TCP/IP troubleshooting 195

Chapter 8:
CompactFlash™, CFpro™,and CFBackup™ 197

Downloaded from www.Manualslib.com manuals search engine

CompactFlash (CF) Cards 197
Recommended CF Cards 198
TRGpro Examples 198
CF Memory Cards, CFpro, and CFBackup 198
Inserting and Removing Memory Cards 199
CFpro 201
CFpro menus, preferences, and options 201
CFBackup 208
CF Modem Cards 209
Conducting a HotSync operation via CF modem 209
Preparing your personal computer 209
Preparing your handheld computer 210

Appendix A:
Maintaining Your Handheld Computer 215
Caring for your handheld computer 215
Battery considerations 216
Resetting your handheld computer 217
Performing a soft reset 217
Performing a hard reset 218

Appendix B:
Frequently Asked Questions 221
Software installation problems 221
Operating problems 222
Tapping and writing problems 223
Application problems 224
HotSync problems 226
Beaming problems 230
Password problems 231
Technical support 232

Appendix C:
Non-ASCII Characters for Login Scripts 233
Use of ^char 233
Carriage return and line feed 233
Literal characters 234

Warranty and Other Product Information:
TRG Products Limited Warranty 235
TRG Products End User Software License Agreement 238
FCC Statement 241
Canadian RFI Statement 241

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

About This Book

Welcome to the TRGpro™ handheld computer. This handbook is designed to help you get up and running quickly. It describes all you need to know about how to use your handheld computer and the applications that come with it.

It walks you through:

- Locating all the parts of your handheld computer
- Viewing and entering data
- Using your handheld computer with your personal computer
- Personalizing your handheld computer with your own preference settings

After you become familiar with the basic functionality of your TRGpro handheld computer, you can use the rest of this handbook as a reference for maintaining your handheld computer and as a source of information if you encounter any problems.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Chapter 1

Introduction to Your TRGpro™ Handheld Computer

This chapter introduces some of the basic concepts of your handheld computer, including its physical buttons and controls. It explains how to use your handheld computer for the first time, and how to use HotSync® technology and Palm™ Desktop software.

Getting to know your handheld computer

What is a TRGpro handheld computer?

With your TRGpro handheld computer, you will no longer have trouble getting to meetings and appointments on time, remembering people's names and personal details, or keeping track of all the items on your to do list. The handheld computer can help you improve your track record in all these areas, both at work and at home.

You can enter all your schedule details in Date Book so you can view them by the day, week, or month; you can even set an alarm to remind you of important meetings. Keep all your contact names, addresses, phone numbers, and other details in Address Book, so you can find them as soon as you need them. Add your tasks to your To Do List, prioritize them so you don't overlook them, and assign them a due date.

To make sure you don't lose any of this important information, you can synchronize your data with Palm Desktop software on your computer so you always have a backup copy. You can set different levels of security for your handheld computer so unauthorized eyes cannot view your data.

When you are out of the office, track your expenses for your expense reports; then transfer the data to your computer to print it out. You can write, edit, and view your e-mail, and then synchronize your e-mail with your desktop e-mail application when you return to your office.

Downloaded from www.Manualslib.com manuals search engine

System requirements

To install and operate Palm Desktop software, your computer system must meet the following requirements:

Minimum requirements

- Windows 2000, Windows 98, Windows 95, or Windows NT 4.0
- IBM-compatible 486 computer or higher
- 8 MB RAM (memory) *minimum*, 16 MB recommended (required with Windows NT 4.0)
- 20 MB available hard disk space
- VGA monitor or better
- CD-ROM drive (you can also download the Palm Desktop software from http://www.trgpro.com)
- One available serial port

Optional equipment

- Modem (such as a CompactFlash™ modem card)
- Windows-compatible printer

Upgrade information

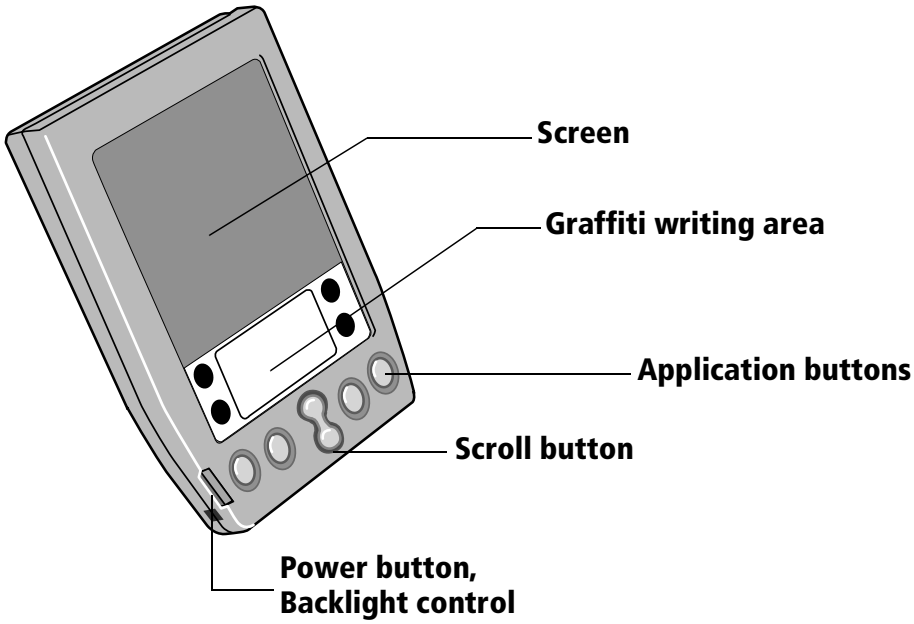
If you already own a Palm Computing platform device, TRG Products recommends that you install the version of Palm Desktop software that comes with your new TRGpro handheld computer into the same folder as your current Palm Desktop software. All your data will be preserved when you install the new version in the same folder as the previous version. If you use another personal information manager (PIM), such as Microsoft Outlook, you still need to install the most recent HotSync Manager and conduit software for your PIM from the Palm Desktop software CD-ROM that came with your new handheld computer.

You can perform HotSync operations in exactly the same way, so you can quickly synchronize your data with your new handheld computer. Just remember to synchronize your old Palm Computing platform device with the Palm Desktop software before you synchronize with your TRGpro, so you have all your latest information. When you synchronize your TRGpro for the first time, select the Desktop overwrites handheld option for all the conduits. See "Customizing HotSync application settings" in Chapter 6 for more information.

Downloaded from www.Manualslib.com manuals search engine

TRGpro components

Locating front panel controls



TRGpro screen	Displays the applications and information stored in your TRGpro handheld computer. It is touch-sensitive and responds to the stylus.
Graffiti® writing area	The area where you write letters and numbers using the Graffiti® alphabet. See Chapter 2 to learn how to write Graffiti characters.
Application buttons	Activates the individual that correspond to the icons on the buttons: Date Book, Address Book, To Do List, and Memo Pad. See "Buttons preferences" in Chapter 7 for details on reassigning these buttons to activate any application. **Tip:** If your unit is turned off, pressing any application button activates the TRGpro handheld computer and opens the corresponding application.

Downloaded from www.Manualslib.com manuals search engine

Scroll button	Displays text and other information that extends beyond the area of the TRGpro handheld computer screen. Pressing the lower half of the scroll button scrolls down to view information below the viewing area, and pressing the upper half of the button scrolls up to view the information above the viewing area.
Power button	Turns your handheld computer on or off and controls the backlight feature. If your unit is turned off, pressing the power button turns the unit on and returns you to the last screen you viewed. If your handheld computer is turned on, pressing the power button turns the unit off. Holding the power button down for about two seconds turns the backlight on or off.

Using the backlight

If you have difficulty seeing the information on your handheld computer, you can use the backlight to illuminate your screen.

To activate the backlight:

- Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.

Tip: In addition, you can assign the full-screen pen stroke to activate the backlight. See "Pen preferences" in Chapter 7 for more information.

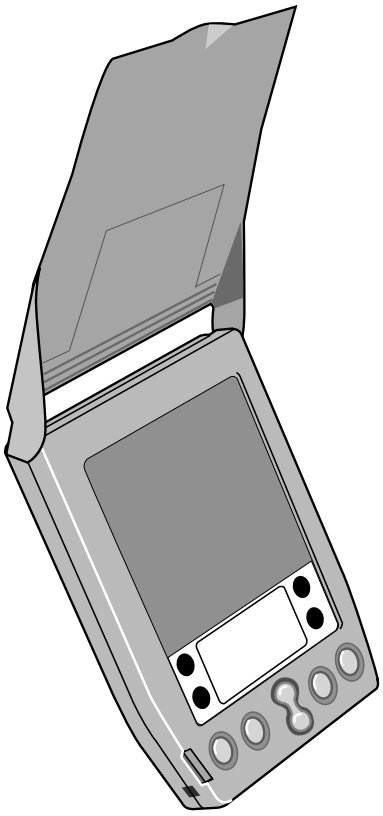
To turn off the backlight:

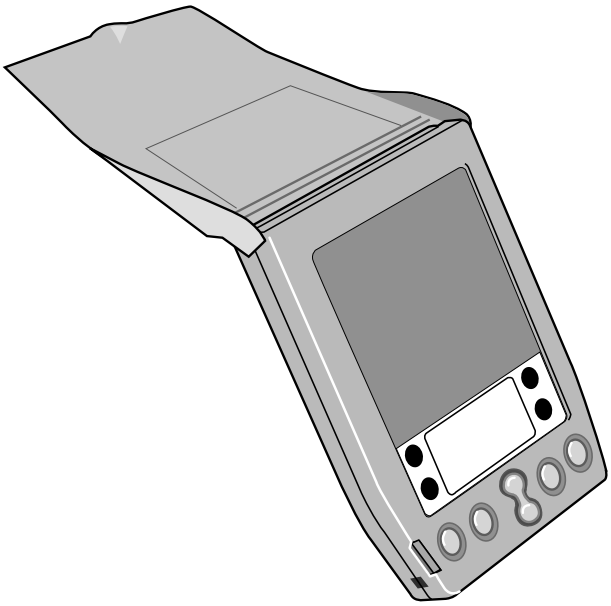
- Press and hold the power button for about two seconds. The backlight also turns off automatically (after a period of inactivity) with the Auto-off feature. See "General preferences" in Chapter 7 for more information.

Downloaded from www.Manualslib.com manuals search engine

Protective flip cover

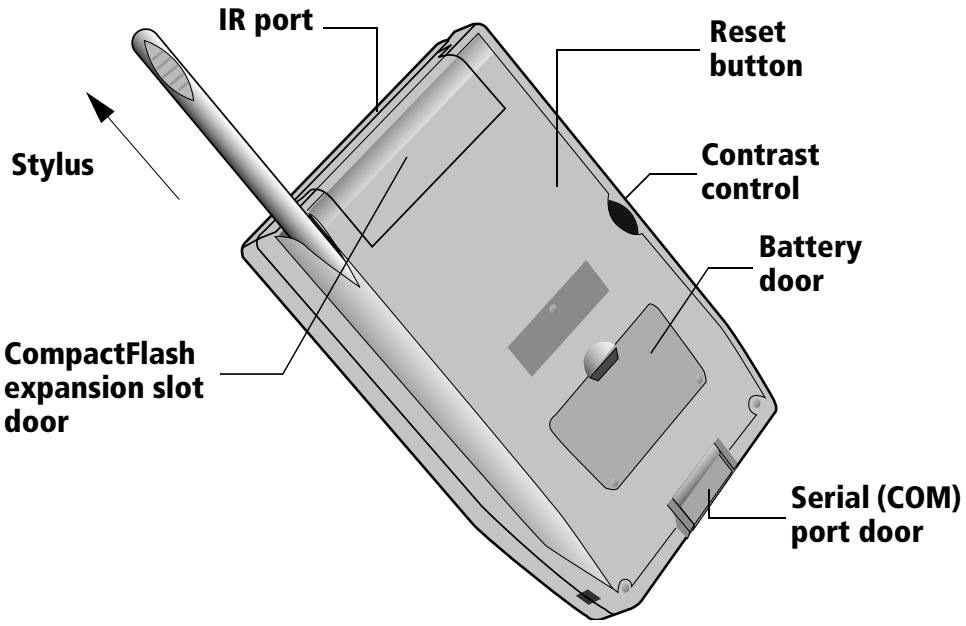
The cover protects the TRGpro handheld computer screen when it is not in use and helps reduce glare while you use your handheld computer. You can open the cover so that it is at an angle, open it fully, or remove it altogether by pulling the cover out of the holes on the sides of the handheld computer. To reattach the cover, reinsert the pegs in the holes.





Downloaded from www.Manualslib.com manuals search engine

Locating back panel components



Stylus	Slides in and out of the slot in the back panel of the handheld computer. To use the stylus, remove it from the slot and hold it as you would a pen or pencil.
CompactFlash expansion slot door	Covers the CompactFlash expansion slot. See the discussion on CompactFlash devices in Chapter 8 for more information.
IR port	Uses infrared technology to transmit data to and receive data from other Palm Computing platform devices. See "Beaming information" in Chapter 5 for more information.
Reset button	Under normal use, you should not have to use the reset button. See Appendix A for information about when and how to use the reset button.
Contrast control	Adjusts the appearance of the screen for the clearest screen display. Depending on the lighting conditions or temperature of the environment where you use your handheld computer, you may need to adjust the contrast control setting.

Downloaded from www.Manualslib.com manuals search engine

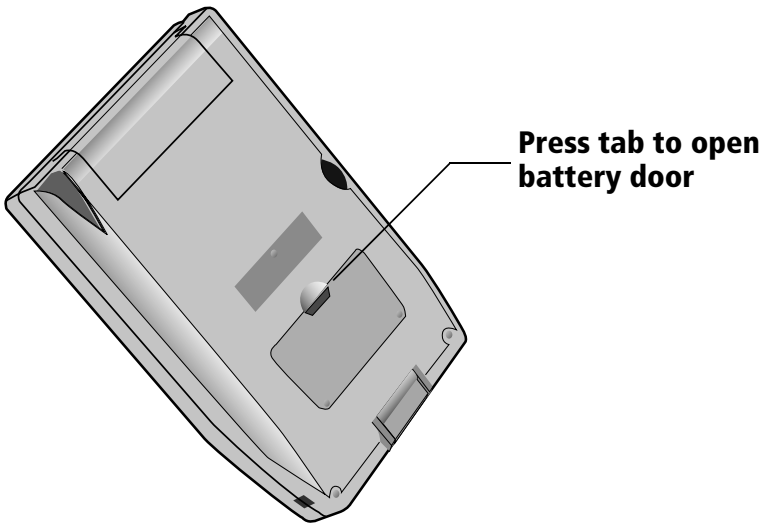
Battery door	Covers the batteries that power your handheld computer.
Serial (COM) port door	Covers the connector that connects your handheld computer to the cradle, which in turn connects to the back of your computer. This allows you to update the information between your handheld computer and personal computer using HotSync technology.

Installing the batteries

To use your TRGpro handheld computer, you must install two AAA alkaline batteries. The batteries fit behind the battery door on the back of the unit. See "Battery considerations" in Appendix A for more information.

To install the batteries:

1. Press the latch on the battery door and lift the battery door away from your handheld computer.



2. Install the two AAA alkaline batteries supplied with your handheld computer into the battery compartment.

   Note: A diagram in the interior of the battery compartment shows + and - ends of the batteries. When correctly installed, the clips in the battery compartment secure the batteries in place.

3. Insert the battery door back into place so that it is flush with the back of your handheld computer and "clicks" into position.

Downloaded from www.Manualslib.com manuals search engine

Important: Do not force the battery door. When the batteries are correctly installed, the battery door clips smoothly into place. If you feel resistance when replacing the door, make sure the door is aligned with the slots on the back of your handheld computer, and that the batteries are firmly seated in the battery compartment.

Tapping and typing

Tap with the stylus to get things done

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your screen is the basic action that gets things done on your handheld computer.

The first time you start your TRGpro handheld computer, setup instructions appear on the screen. These instructions include a calibration screen, or digitizer. Calibration aligns the internal circuitry of your handheld computer with its touch-sensitive screen so that when you tap an element on the screen, the handheld computer can detect exactly which task you want to perform.

Important: Always use the point of the stylus for tapping or making strokes on the handheld computer screen. Never use an actual pen, pencil, or other sharp object to write on the handheld computer screen.

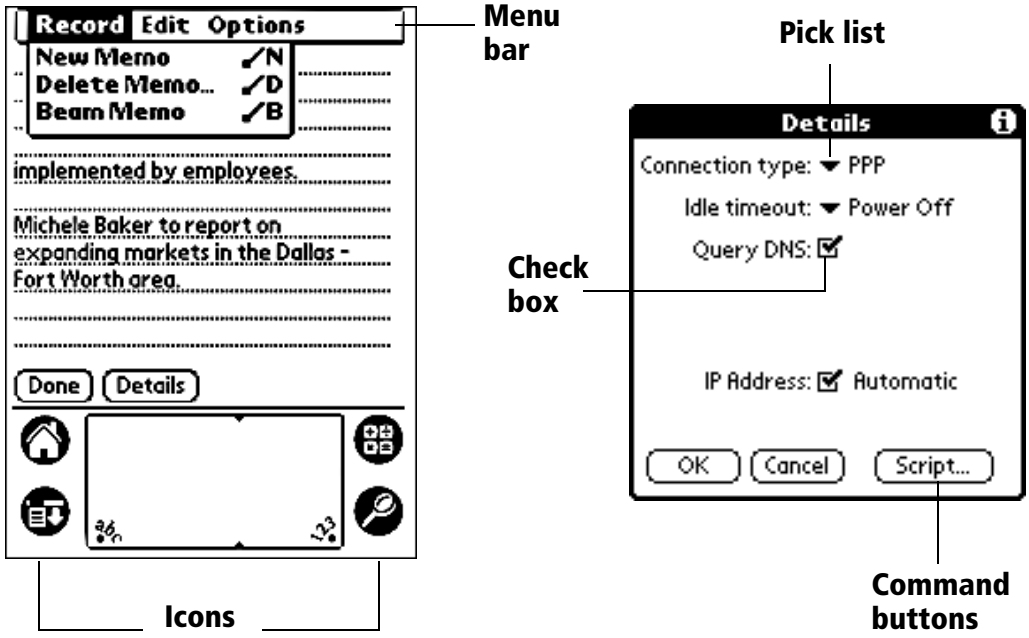
With your handheld computer turned on, you can tap the screen to perform many operations, such as the following:

- Open applications
- Choose menu commands
- Initiate a global Find operation
- Select options in dialog boxes
- Open the onscreen keyboards

Just as you can drag the mouse to select text or move objects on your computer, you can also drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

Downloaded from www.Manualslib.com manuals search engine

Elements of the handheld computer interface



Menu bar A set of commands that are specific to the application. Not all applications have a menu bar.

Command buttons Tap a button to perform a command. Command buttons appear in dialog boxes and at the bottom of application screens.

Icons Tap the icons to open applications, menus, Calculator, and to find text anywhere in your data.

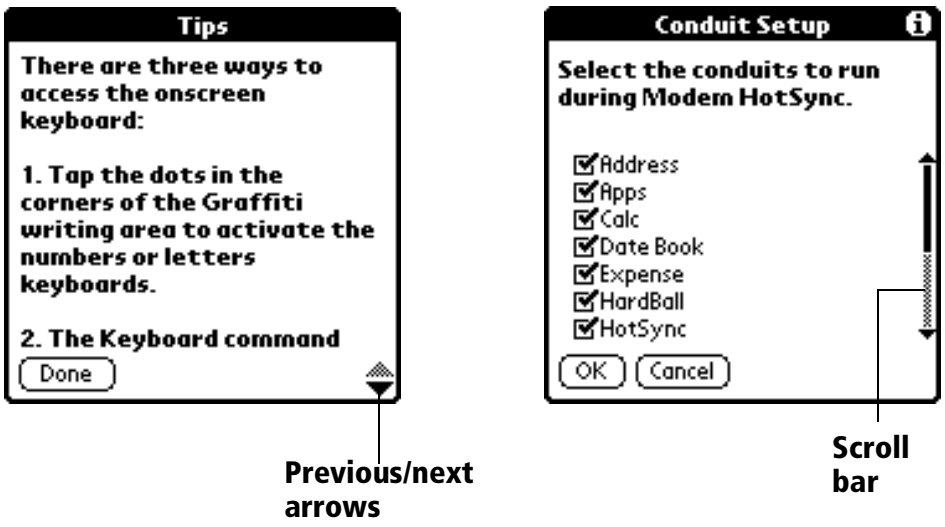
abc With the cursor in an input field, tap the dot to activate the alphabetic keyboard.

123 With the cursor in an input field, tap the dot to activate the numeric keyboard.

Check box When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

Pick list Tap the arrow to display a list of choices, and then tap an item in the list to select it.

Downloaded from www.Manualslib.com manuals search engine



Scroll bar Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.

You can also scroll to the previous and next pages by pressing the upper and lower portions of the scroll button on the front panel of the handheld computer.

Next/ previous arrows Tap the up and down arrows to display the previous and next page of information; tap the left and right arrows to display the previous and next record.

Opening applications

You can use the Applications Launcher to open any application installed on your handheld computer. You can also open the four main applications — Date Book, Address Book, To Do List, and Memo Pad — with the application buttons on the front panel of your handheld computer.

Tip: When you press an application button on the front panel, you have instant access to the selected application. You don't even need to turn on your handheld computer first.

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

Downloaded from www.Manualslib.com manuals search engine

To open an application:

1. Tap the Applications icon .

2. Tap the icon of the application that you want to open. If you have many applications installed on your handheld computer, tap the scroll bar to see all of your applications.

Tip: To find an application quickly, you can write the Graffiti character for the first letter of its name. The Applications Launcher scrolls to the first application with a name that begins with that letter. You can also assign application icons to different categories. See "Categorizing applications" in Chapter 3.

Using menus

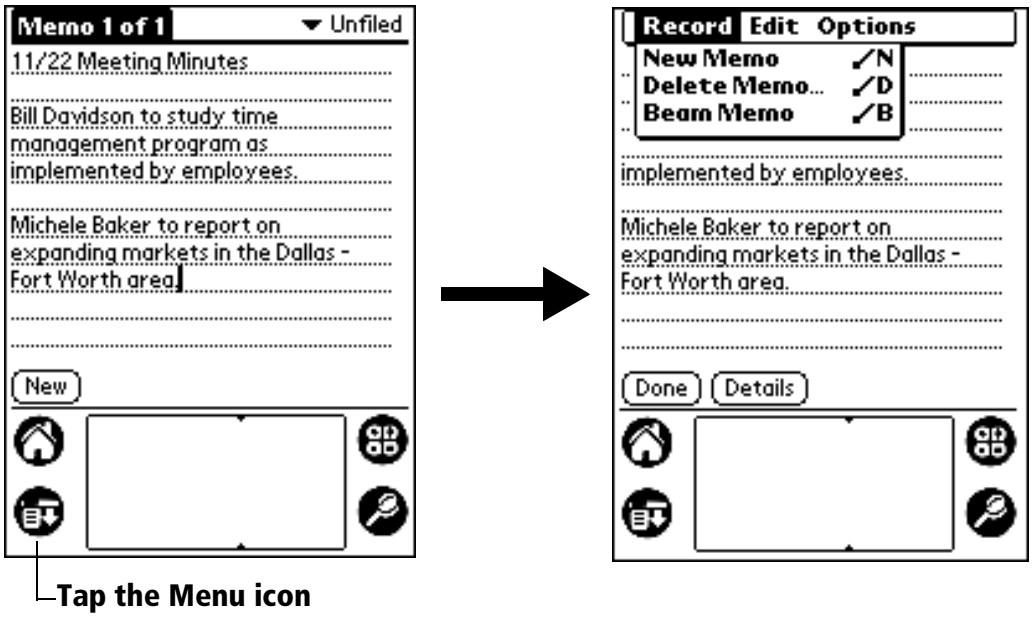
Menus on your handheld computer are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

The menus of each application are illustrated in the section on that application in Chapter 4. The Edit menu is described in "Editing records" in Chapter 4.

To open the menu bar:

1. Open an application (such as Memo Pad).
2. Tap the Menu icon .

Downloaded from www.Manualslib.com manuals search engine


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
New
Record Edit Options
New Memo /N
Delete Memo... /D
Beam Memo /B
implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Tap the Menu icon

In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, and Beam Memo.

Choosing a menu

After you open the menu bar for an application, tap the menu that contains the command you want to use.

The menus and menu commands that are available depend on the application. Also, the menus and menu commands vary depending on *which part* of the application you're using. For example, in Memo Pad, the menus are different for the Memo List screen and the Memo screen.

Graffiti menu commands

Most menu commands have an equivalent Graffiti Command stroke, which is similar to the keyboard shortcuts used to execute commands on personal computers. The command letters appear to the right of the command names.

To use the Graffiti menu commands, the menu bar must be closed.

Downloaded from www.Manualslib.com manuals search engine

Draw the Command stroke anywhere in the Graffiti area, and immediately write the corresponding command letter in the Graffiti letter area. When you draw the Command stroke, the word "Command" appears just above the Graffiti writing area to indicate that you are in Command mode.

Command	

For example, to choose Select All in the Edit menu, draw the Command stroke, followed by the letter "s."

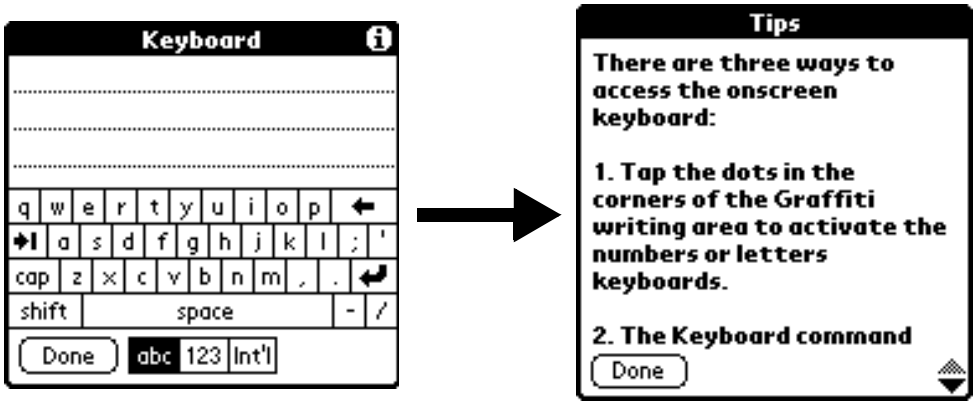
Note: Command mode is active for approximately two seconds, so you must write the command letter immediately to choose the menu command.

Displaying online tips

Many of the dialog boxes that appear on your handheld computer contain an online Tips icon in the upper-right corner. Online tips anticipate questions you have in a dialog box, provide shortcuts for using the dialog box, or give you other useful information.

To display an online tip:

1. Tap the Tips icon ⓘ.
2. After you review the tip, tap Done.


Keyboard
q w e r t y u i o p
a s d f g h j k l ; '
cap z x c v b n m , .
shift space - /
Done abc 123 Int'l
Tips
There are three ways to access the onscreen keyboard:
1. Tap the dots in the corners of the Graffiti writing area to activate the numbers or letters keyboards.
2. The Keyboard command
Done

Three ways to enter data

There are three ways to enter data into your TRGpro handheld computer:

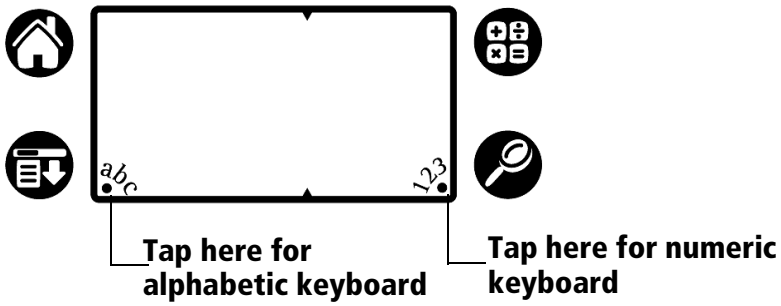
- Using the onscreen keyboard
- Using Graffiti writing
- Entering or importing data in Palm Desktop software and then

Downloaded from www.Manualslib.com manuals search engine

synchronizing with your handheld computer

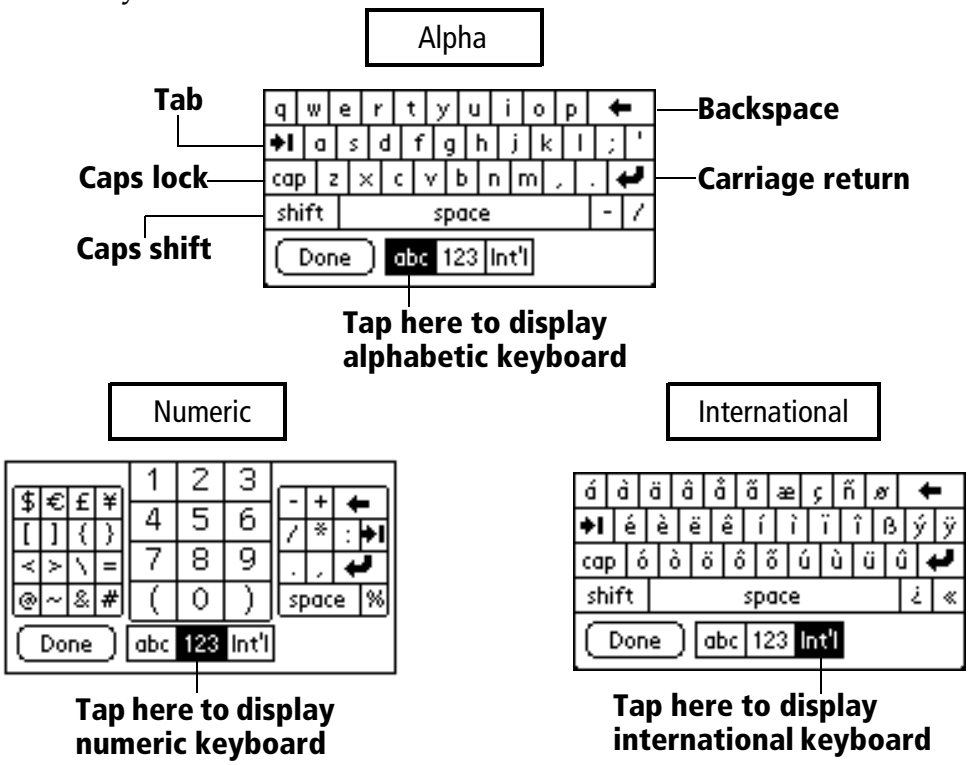
Onscreen keyboard

When you create or edit a record in an application such as Address Book, you can open the onscreen alphabetic and numeric keyboards to enter data.



After a keyboard is open, you can tap to open any of the other keyboards, including the international keyboard. See "Using the onscreen keyboard" in Chapter 2 for more information.

Note: You cannot enter Graffiti characters while using the onscreen keyboard.

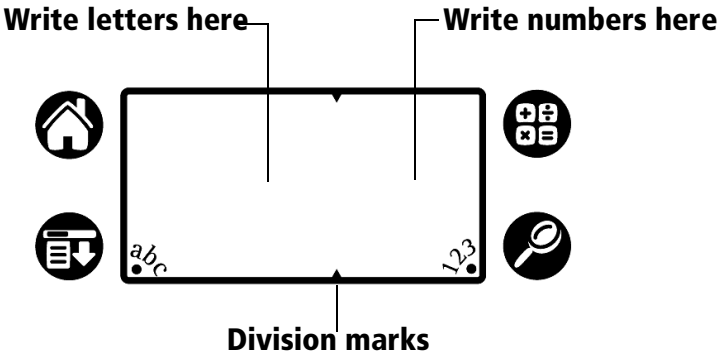


Graffiti writing

Your TRGpro handheld computer includes Graffiti writing software as the primary system for entering text and numbers. With Graffiti

Downloaded from www.Manualslib.com manuals search engine

writing, you write simple strokes with the stylus and they are instantly recognized as letters or numbers.

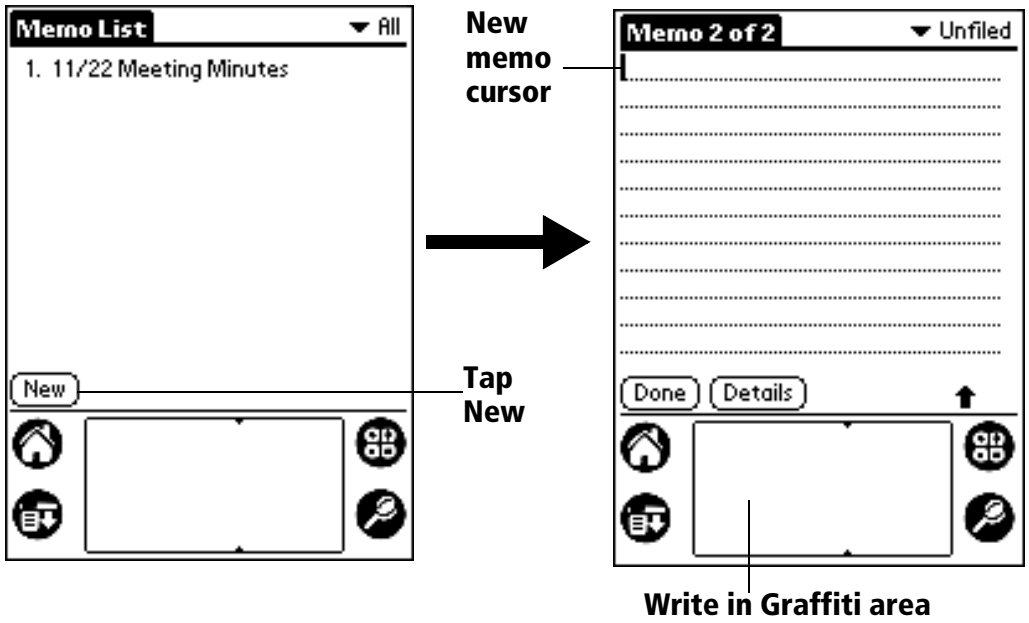


Your handheld computer also includes Giraffe, a game you can use to practice Graffiti writing. See "Installing and removing applications" in Chapter 3 for installation instructions. The Memo Pad application is ideal for practicing Graffiti writing. This section explains how to open Memo Pad and use it to practice Graffiti writing.

To open Memo Pad:

1. Press the Memo Pad application button .
2. Tap New.

Note: A blinking cursor appears on the first line of the new memo to indicate where new text will appear.



See "Using Graffiti writing to enter data" in Chapter 2 for more

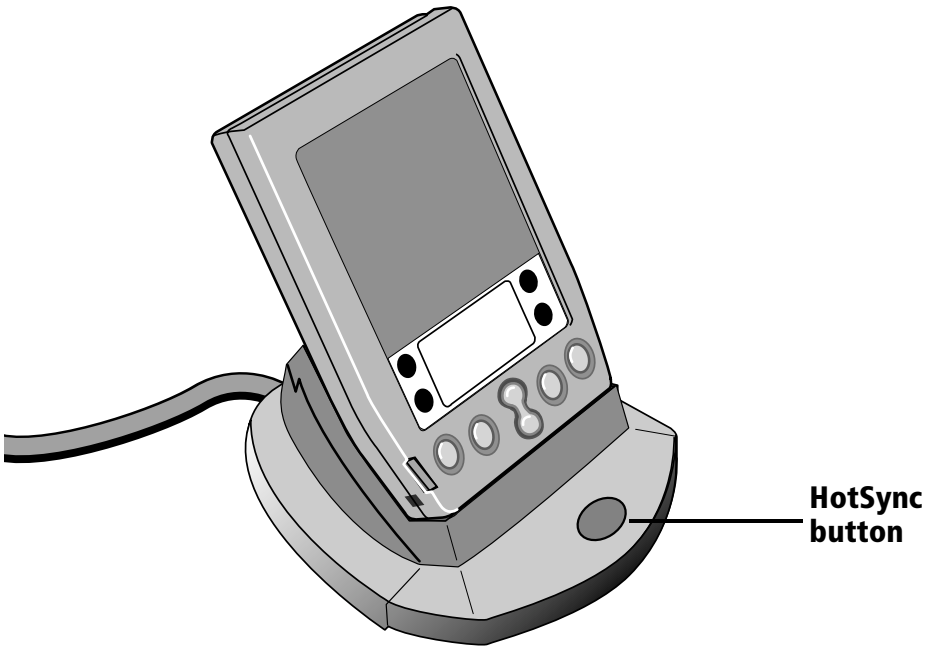
Downloaded from www.Manualslib.com manuals search engine

information.

Using Palm Desktop software

If you have new records you want to add to your handheld computer and prefer to use the personal computer keyboard rather than the onscreen keyboard, enter the data in the Palm Desktop software or the PIM you have installed to use with your handheld computer.

After the information is in Palm Desktop software, perform a HotSync operation to synchronize your handheld computer with your computer. See "Exchanging and updating data: HotSync operations" in Chapter 4 for more information.



Importing data

If you already have data in a database on your personal computer, you can import it into the Palm Desktop software. You can import data stored in applications such as spreadsheets and databases, or data from another Palm Computing platform device. When you import data, you transfer the records to your handheld computer without having to enter them manually. See "Importing data" in Chapter 2 for more information.

Downloaded from www.Manualslib.com manuals search engine

Customizing your handheld computer

You can customize your handheld computer by using the Preferences application. You can enter personal information such as your name and address; change the time and date; view different date and time formats when you travel; turn off sounds; and configure your handheld computer to work with a modem or network. See Chapter 7 for more information on customizing your handheld computer.

To open the Preferences screens:

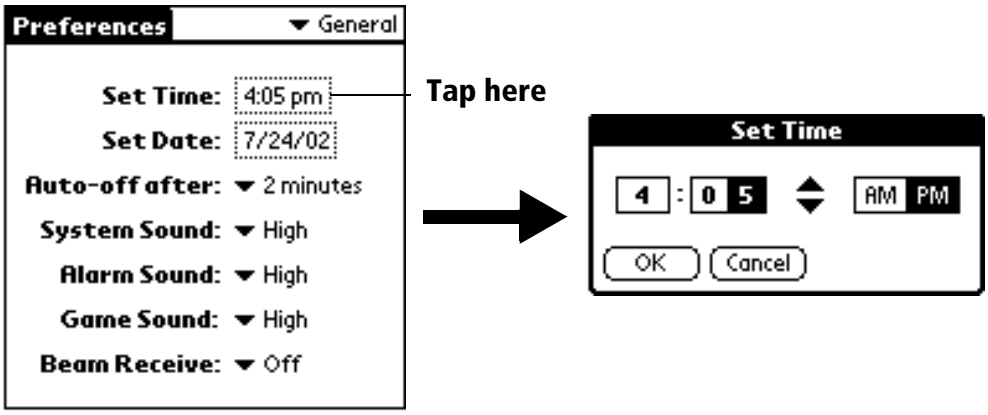
1. Tap the Applications icon .
2. Tap the Preferences icon .
3. Tap the category pick list in the upper-right corner of the screen.
4. Tap the Preferences category you want to view.

The following procedures for setting the time and date give you an example of how to customize your handheld computer.

You make changes to the time and date in General preferences.

To set the current time:

1. Tap the Set Time box.



2. Tap the up or down arrows to change the hour.
3. Tap each minute number, and then tap the arrows to change them.
4. Tap AM or PM.

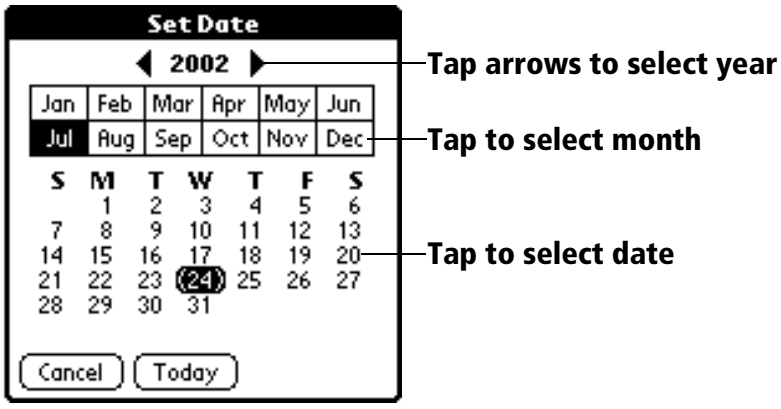
   Note: Your handheld computer can also display time based on a 24-hour clock. See "Formats preferences" in Chapter 7 for more information.

5. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

To set the current date:

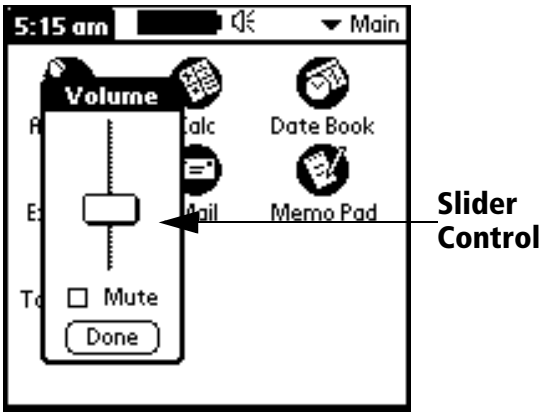
1. Tap the Set Date box.
2. Tap the arrows to select the current year.


Set Date
2002
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Cancel
Today
Tap arrows to select year
Tap to select month
Tap to select date

3. Tap a month.
4. Tap the current date.

To set the volume level:

1. Tap the Applications icon .
2. Tap the Volume icon at the top of the screen.



3. Drag the Slider Control button towards the top of the screen to increase the volume level, or towards the bottom to decrease the volume level.
4. Tap the Mute checkbox if you wish to make the handheld computer silent.

Palm Desktop software

Palm Desktop software includes the same main applications as your

Downloaded from www.Manualslib.com manuals search engine

TRGpro handheld computer: Address Book, Date Book, To Do List, Memo Pad, Expense, and desktop e-mail connectivity. You can use the HotSync feature of this software to back up and exchange data between your personal computer and handheld computer.

It is a good idea to back up your data in case something happens to the data on your handheld computer. Changes you make on your handheld computer or Palm Desktop software appear in both places after you synchronize.

With Palm Desktop software, you can do the following:

- Work with your handheld computer applications on your computer. Palm Desktop software duplicates the Date Book, Address Book, To Do List, and Memo Pad applications on your handheld computer, so you can view, enter, and modify any data stored on your handheld computer.
- Back up the data stored on your handheld computer with HotSync technology and synchronize the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date. See "Exchanging and updating data: HotSync operations" in Chapter 4 for more information.

Downloaded from www.Manualslib.com manuals search engine

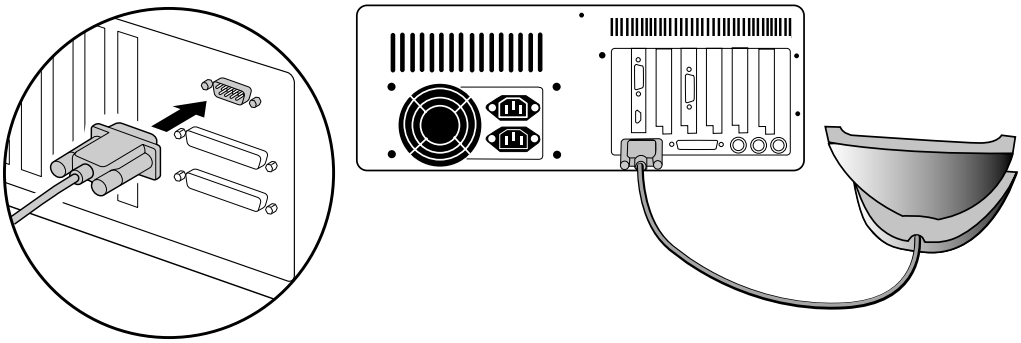
- Import and export data, so you can easily transfer data from other desktop applications into any of your main applications. See "Importing data" in Chapter 2 for more information.
- Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

Connecting the cradle

The cradle that comes with your TRGpro handheld computer enables you to synchronize the information on your handheld computer with the Palm Desktop software using HotSync technology.

To connect the cradle:

1. Turn off your computer and plug the cable from the TRGpro handheld computer cradle into the serial (COM) port on your personal computer.



Note: Your TRGpro handheld computer requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about the exact location of the serial port on your personal computer, refer to the manual supplied with the computer.

Installing Palm Desktop software

The following instructions guide you through installing Palm Desktop software. After installation, refer to the online Help in Palm Desktop software for information about how to use the software.

To ensure a safe and uninterrupted installation of Palm Desktop software, please do the following before installing:

- Turn off your personal computer and connect the cradle to it. Do not place your handheld computer in the cradle until instructed.
- If you are installing from diskettes (rather than the CD-ROM included in the box), make sure the original Palm Desktop

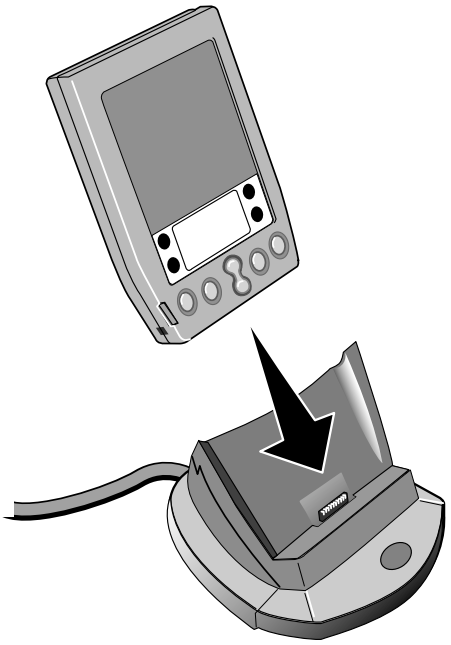
Downloaded from www.Manualslib.com manuals search engine

software diskettes are write-protected, and then make backup copies of them. When you finish, use the copies to install the software, and store the original diskettes in a safe place. Refer to your personal computer's manual or operating system documentation if you need information about locking or copying diskettes.

- Do *not* simply copy the Palm Desktop software files to your personal computer's hard disk. You must use the installer to place the files in their proper locations and to decompress the files.

To install Palm Desktop software:

1. Exit any open programs, including those that run at startup such as Microsoft Office, and disable any virus-scanning software.
2. Insert the Palm Desktop software CD-ROM into the personal computer's CD-ROM drive (or insert the Setup diskette into the diskette drive).
3. When the Palm Desktop Installer Menu screen appears, click the Install button to begin the installation procedure.
4. Follow the onscreen instructions to complete the installation. Insert your handheld computer into the cradle when prompted.



Using your handheld computer with another PIM

If you prefer to use another personal information manager (PIM), such as Microsoft Outlook, you can use it instead of installing Palm Desktop software. All you need to install are HotSync Manager and

Downloaded from www.Manualslib.com manuals search engine

the connection software for your PIM, called a conduit, that lets you synchronize the data between your handheld computer and your PIM.

Downloaded from www.Manualslib.com manuals search engine

Chapter 2

Entering Data in Your Handheld Computer

This chapter explains how to enter data into your handheld computer, by writing with the stylus in the Graffiti® writing area, by using the onscreen keyboard, by using the personal computer keyboard, or by importing data from another application.

Using Graffiti writing to enter data

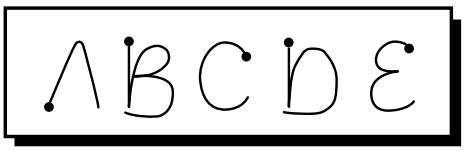
Chapter 1 introduced Graffiti writing and briefly described how to use it to enter text in your applications. In this section, you learn the procedures for creating letters, numbers, punctuation, and symbols as well as some Graffiti tips and tricks.

Writing Graffiti characters

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti writing includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble the uppercase letters of the regular alphabet, which makes Graffiti writing easy to learn.

There are four basic concepts for success with Graffiti writing:

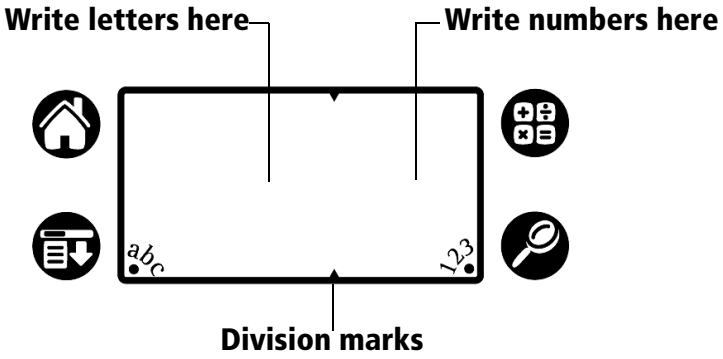
- If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you achieve 100% accuracy.



- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points. Always begin the stroke at the heavy dot (you should not create the heavy dot; it is only there to show you where to begin the stroke).

Downloaded from www.Manualslib.com manuals search engine

- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your handheld computer recognizes and displays the text character immediately. To accomplish single strokes, some Graffiti strokes are portions of the regular alphabet equivalents.
- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.



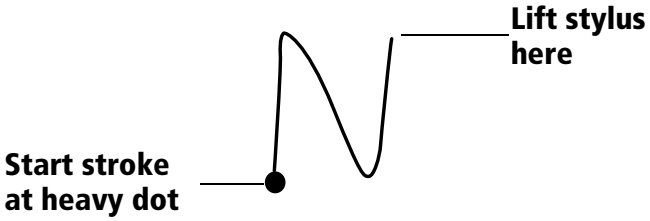
To write Graffiti letters:

1. Tap the screen where you want your text to go.

   Note: You need to tap above the Graffiti writing area, and must see a blinking cursor before you write the text.

2. Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter "n."

   Note: There are two different stroke shapes available for some letters. For these letters, choose the one that's easiest for you.



As you'll see later, you use the same shape to create both the uppercase and lowercase version of a letter.

3. Position the stylus in the left-hand side of the Graffiti writing area.

Downloaded from www.Manualslib.com manuals search engine

4. Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.
5. Lift the stylus from the screen at the end of the stroke shape.

That's all there is to it! When you lift the stylus from the screen, your handheld computer recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Important: You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your handheld computer does not recognize them as text characters.

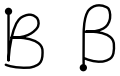
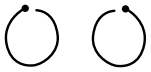
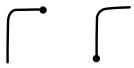
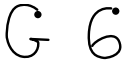
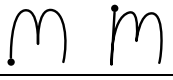
Graffiti tips

When using Graffiti writing, keep these tips in mind:

- Accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti writing area.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- Press firmly.

Downloaded from www.Manualslib.com manuals search engine

The Graffiti alphabet

Letter	Strokes	Letter	Strokes
A		**N**	
B		**O**	
C		**P**	
D		**Q**	
E		**R**	
F		**S**	
G		**T**	
H		**U**	
I		**V**	
J		**W**	
K		**X**	
L		**Y**	
M		**Z**	

Space		**Back Space**	
Carriage Return		**Period**	*tap twice*

Downloaded from www.Manualslib.com manuals search engine

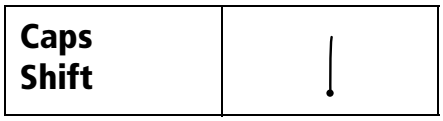
Writing capital letters

You make capital letters with the same stroke shapes as the basic alphabet characters. To make capital letters, you must first "shift" to caps — just as you press the Shift key on a keyboard — and then write the character strokes.

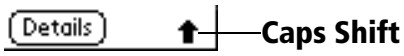
Note: Graffiti writing includes a feature that automatically capitalizes the first letter when you create a new sentence or a new record (by tapping New or a blank line).

To draw the first letter of a word as a capital letter:

- Use the Caps Shift stroke:

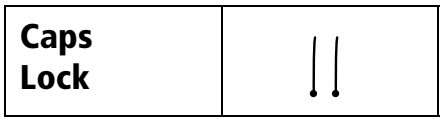


Tip: When Caps Shift is active, an "up arrow" symbol appears in the lower-right corner of the handheld computer screen. If you accidentally activate Caps Shift, backspace will cancel it.

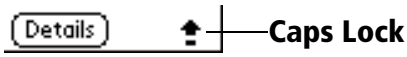


To enter only capital letters (Caps Lock):

- Use the Caps Lock stroke:



Tip: When Caps Lock is active, an underlined "up arrow" symbol appears in the lower-right corner of the handheld computer screen. To return to lowercase, make the Caps Shift stroke.



Writing numbers

Writing numbers with Graffiti writing is similar to writing letters of the alphabet, except that you make the character strokes on the right-hand side (numbers side) of the Graffiti writing area.

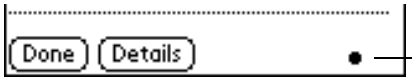
Downloaded from www.Manualslib.com manuals search engine

Graffiti numbers

Number	Strokes	Number	Strokes
0	0 0	5	5 5
1	1	6	6
2	2	7	7
3	3	8	8 8
4	L	9	9

Writing punctuation marks

Graffiti writing can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. When you make this tap, you activate Punctuation Shift and a dot appears to show it is active. The next stroke you make with the stylus creates a punctuation mark.

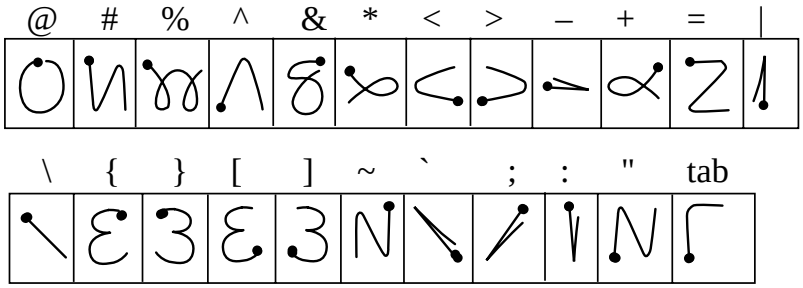


Note: When Punctuation Shift is active, you can make a symbol stroke anywhere in the Graffiti writing area (the letters *or* numbers side).

Downloaded from www.Manualslib.com manuals search engine

Symbol	Stroke	Symbol	Stroke
Period .		Dash —	
Comma ,		Left Paren (	
Apostrophe '		Right Paren)	
Question ?		Slash /	
Exclamation !		Dollar $	

Additional Graffiti punctuation

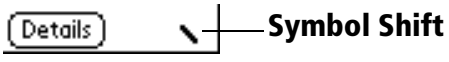


Writing symbols and extended characters

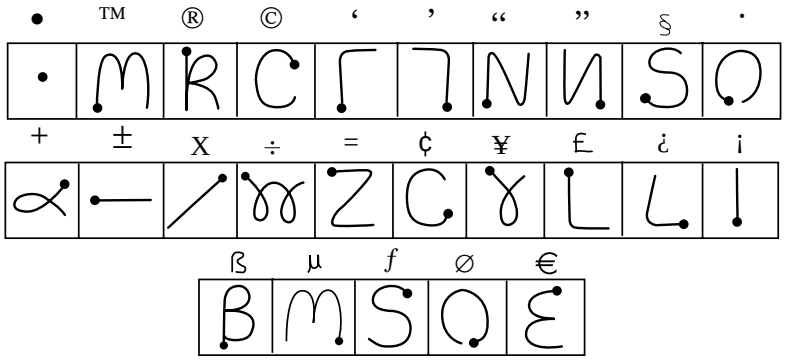
All symbols and extended characters begin with the stroke in the Graffiti writing area of your handheld computer:

Symbol Shift	

When the Symbol Shift is active, a slanted shift symbol appears in the lower-right corner of the screen. The next stroke that you make creates the symbol or extended character.



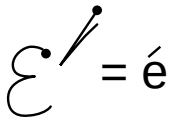
Downloaded from www.Manualslib.com manuals search engine



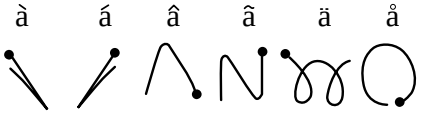
Writing accented characters

To create accented characters, draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following diagram shows the strokes required to draw an accented “e.”



Accent strokes

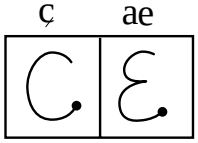


Using these accent strokes, you can write the following accented letters:

à á â ã ä å è é ê ì í î ï ò ó ô õ ö ù ú û ü ÿ ý ñ

Additional non-English characters

You can write the following characters in the lowercase alphabet mode without any special punctuation or shifting:



Note: You must write these non-English characters in the left side of the Graffiti writing area.

Downloaded from www.Manualslib.com manuals search engine

Navigation strokes

In addition to character symbols, Graffiti writing includes special strokes that you can use to navigate within text or fields in your applications.

Command	Stroke
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

Graffiti ShortCuts

Graffiti ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name, or for the header of a memo. See "Short Cuts" preferences in Chapter 7 to learn about creating your own ShortCuts.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Downloaded from www.Manualslib.com manuals search engine

Your handheld computer includes the following predefined Graffiti ShortCuts:

Entry	ShortCut
Date stamp	**ds**
Time stamp	**ts**
Date / time stamp	**dts**
Meeting	**me**
Breakfast	**br**
Lunch	**lu**
Dinner	**di**

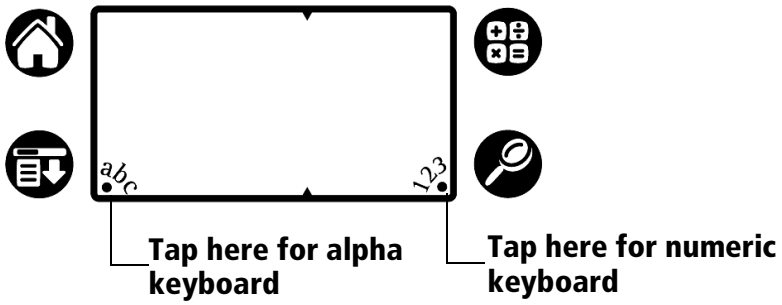
Downloaded from www.Manualslib.com manuals search engine

Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your handheld computer. Note that you cannot enter Graffiti characters while using the onscreen keyboard.

To use the onscreen keyboard:

1. Open any application (such as Memo Pad).
2. Tap any record, or tap New.
3. Tap "abc" to open the alphabetic keyboard, or tap "123" to open the numeric keyboard.



4. Tap the characters to enter text and numbers.

   Note: The onscreen keyboard also includes a dialog box for international characters. You can switch among the three dialogs at any time to enter the exact text you need.

5. After you finish, tap Done to close the onscreen keyboard and place the text in the record.

Using your personal computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm™ Desktop software, or any supported PIM, to enter information. You can then perform a HotSync® operation to synchronize the information on your personal computer with the information on your handheld computer. All the main applications on your handheld computer are available in Palm Desktop software and in most PIMs.

Refer to Palm Desktop online Help for more information on entering data on your personal computer.

Downloaded from www.Manualslib.com manuals search engine

Importing data

If you have data stored in personal computer applications such as spreadsheets and databases, or if you want to import data from another Palm Computing platform device, you can transfer the data to your TRGpro handheld computer without having to key it in manually. Save the data in one of the file formats listed below, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your handheld computer.

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address Book and Memo Pad only
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- Date Book archive (.dba)
- Address Book archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use Palm Computing platform devices or to create a copy of your important Palm Desktop information.

To import data:

1. Open Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, do the following:

   Select All in the Category box.

   Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.
4. From the File menu, choose Import.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop fields, drag fields in the left-hand column so that they are opposite the corresponding

Downloaded from www.Manualslib.com manuals search engine

imported field on the right. If you do not want to import a field, deselect the check box for that field.

8. Click OK.

   The imported data is highlighted in the application.

9. To add the imported data to your handheld computer, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Chapter 3

Managing Your Applications

This chapter explains how to switch between applications on your TRGpro™ handheld computer, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

Using the Applications Launcher

To open the Applications Launcher, tap the Applications icon .

Selecting applications

Your handheld computer is equipped with a variety of applications. All the applications installed on your handheld computer appear in the Applications Launcher. See "Opening applications" in Chapter 1 for details.

Switching between applications

When working in any application, tap the Applications icon or press an application button on the front panel of your handheld computer to switch to another application. Your unit automatically saves your work in the current application and displays it when you return to that application.

Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

Downloaded from www.Manualslib.com manuals search engine

To categorize an application:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Category.
4. Tap the pick list next to each application to select a category.

Tip: To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK.

5. Tap Done.

To display applications by category:

1. Tap the Applications icon .
2. Do one of the following:

   Tap the Applications icon repeatedly to cycle through all your categories.

   Tap the pick list in the upper-right corner of the screen and select the category you want to display.

Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

Downloaded from www.Manualslib.com manuals search engine

To change the Applications Launcher display:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap Options, and then tap Preferences.
4. Tap the View By pick list and select List.
5. Tap OK.

To open the Applications Launcher to the last opened category:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap Options, and then tap Preferences.
4. Tap the Remember Last Category check box to select it.
5. Tap OK.

Choosing preferences

You can set options that affect an entire application in the application's Preferences dialog box.

To change preferences for an application:

1. Open an application.
2. Tap the Menu icon .
3. Tap Options, and then tap Preferences.

   Note: Not all applications have a Preferences command.
4. Make changes to the settings.
5. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

Installing and removing applications

This section explains how to install and remove applications on your TRGpro handheld computer and how to remove Palm™ Desktop software from your personal computer.

Installing add-on applications

Your TRGpro handheld computer comes with the Date Book, Address Book, To Do List, Memo Pad, Expense, Calculator, and Mail applications installed and ready to use.

You can also install additional applications on your handheld computer, such as games and other software. The Install Tool makes it easy to install software on your handheld computer during a HotSync® operation. There are a variety of third-party applications available for Palm Computing® platform devices. To learn more about these applications, go to a web search engine and search for Palm software.

Any game or application that you install on your handheld computer resides in RAM memory; you can delete them at any time.

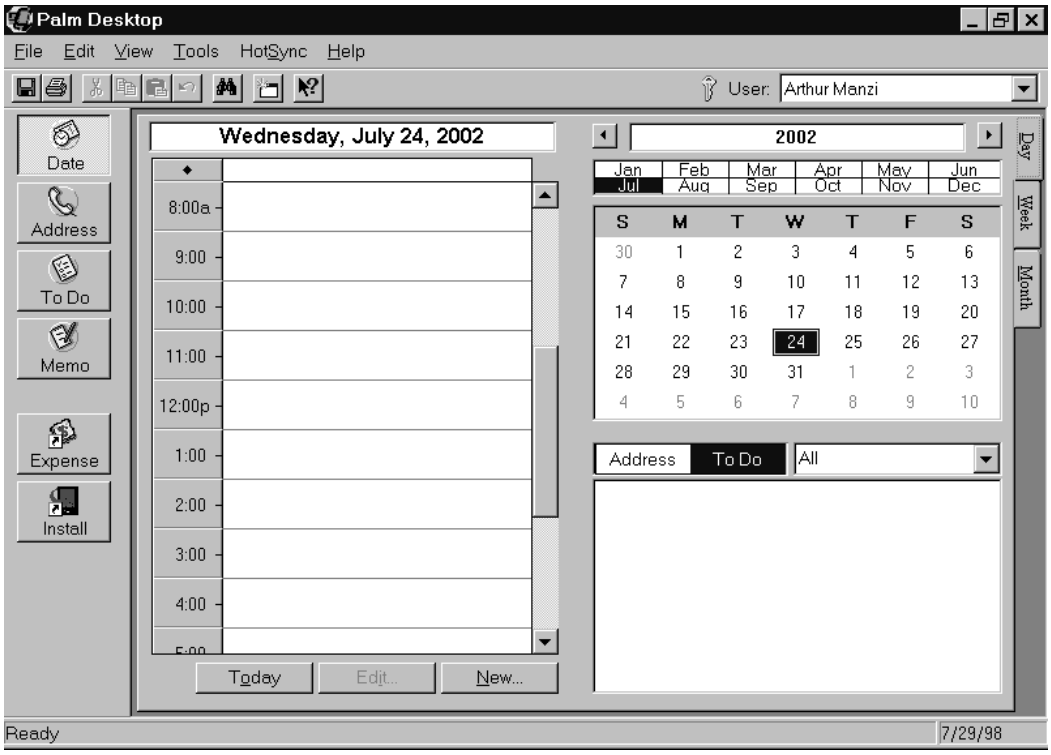
To install add-on software on your handheld computer:

1. On your computer, copy or download the application you want to install into the add-on folder in your Palm Desktop directory on your computer.

   Note: If the software you download is compressed, you need to decompress it into this folder. If you prefer to place the application into another folder, you need to navigate to that folder before you complete step 5.

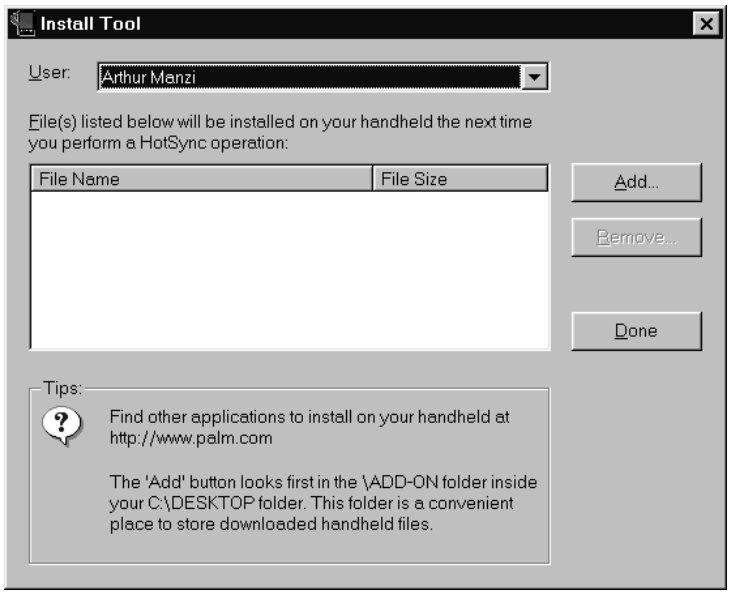
2. Double-click the Palm Desktop icon on your desktop.

Downloaded from www.Manualslib.com manuals search engine



3. Click Install.

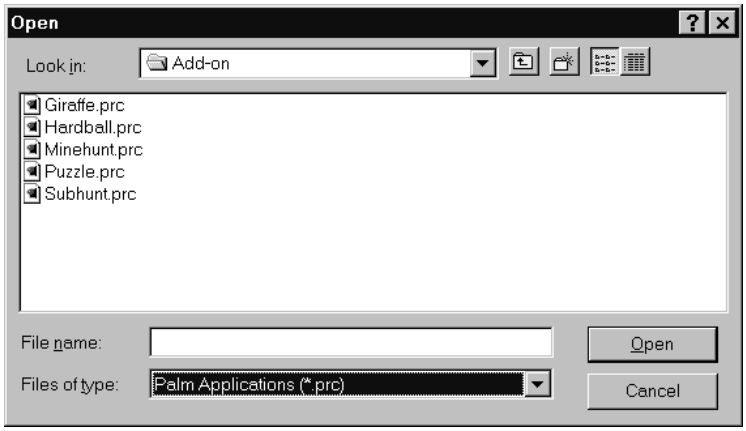
   Tip: You can also access the Install Tool dialog by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC file extension.


Install Tool
User: Arthur Manzi
File(s) listed below will be installed on your handheld the next time you perform a HotSync operation:
File Name
File Size
Add...
Remove...
Done
Tips:
Find other applications to install on your handheld at http://www.palm.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\DESKTOP folder. This folder is a convenient place to store downloaded handheld files.

4. In the User drop-down list, select the name that corresponds to your TRGpro handheld computer.

Downloaded from www.Manualslib.com manuals search engine

5. Click Add.



6. Select the application(s) that you want to install on your handheld computer.
7. Click Open.

   Note: Review the list of applications you selected in the Install Tool dialog box. If you do not want to install an application, select it, and then click Remove. (This does not remove the application from your computer; it simply removes it from the list of applications to install.)

8. Click Done.
9. Perform a HotSync operation to install the application(s) you selected in step 6. See "Exchanging and updating data: HotSync operations" in Chapter 4 for details.

Installing games

The CD-ROM also includes several games that you can install with the Install Tool:

- Giraffe
- HardBall
- MineHunt
- Puzzle
- SubHunt

Note: Giraffe is a fun, easy way for you to practice Graffiti® writing.

After you install and start a game, the instructions appear in the Game menu. Depending on the game, the Game menu may also contain commands to show high scores, to start a new game, or to set preferences for the game.

Downloaded from www.Manualslib.com manuals search engine

Removing applications

In the event that you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld computer. You can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld computer.

To remove an add-on application:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Delete.
4. Tap the application that you want to remove.

5. Tap Delete.
6. Tap Yes.
7. Tap Done.

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your personal computer.

To remove Palm Desktop software:

1. From the Windows Start menu, choose Settings, and then Control Panel.
2. Double-click the Add/Remove Programs icon.
3. On the Install/Uninstall tab, select Palm Desktop software.
4. Click Add/Remove.

Note: You need to install the HotSync Manager from the installation

Downloaded from www.Manualslib.com manuals search engine

CD if you want to synchronize data with another PIM.

Downloaded from www.Manualslib.com manuals search engine

Security

Your handheld computer comes with a Security application so that unauthorized users cannot view the entries you wish to protect.

In Security, you can do the following:

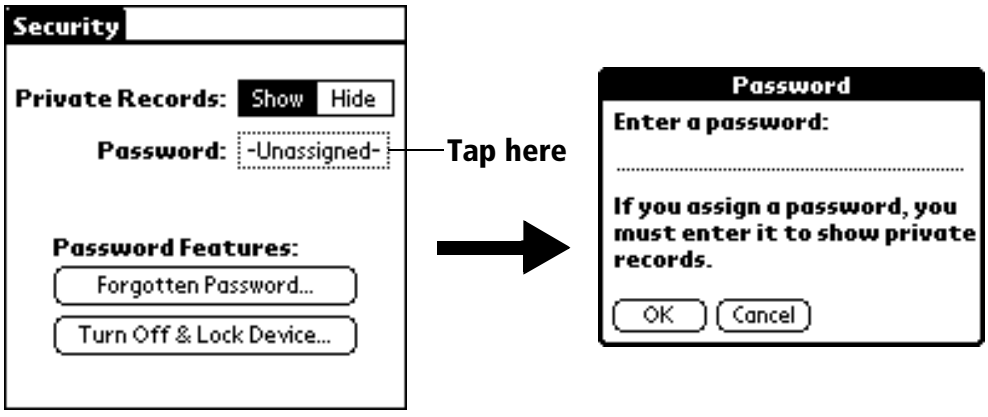
- Turn off and lock your handheld computer so that it does not operate until you enter the correct password.
- Hide records that you mark as private. You can hide private records with or without a password. Without a password, private records are hidden until you set the Security application to show them. With a password, you must enter the password to view the private entries. See "Making records private" in Chapter 4 for information on making records private.

Assigning a password

You can assign a password to protect your private records and to lock your handheld computer.

To assign a password:

1. Tap the Applications icon .
2. Tap the Security icon.
3. Tap the Password box.
4. Enter a password.



5. Tap OK.
6. Enter the *same* password a second time, and tap OK.

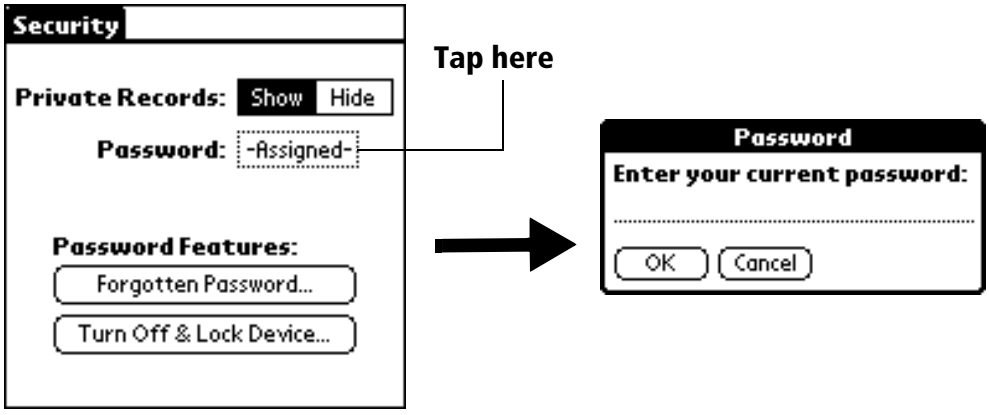
Downloaded from www.Manualslib.com manuals search engine

Changing or deleting a password

Once you define a password for your handheld computer, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. Tap the Password box.
2. Enter the current password.



3. Tap OK.
4. Do one of the following:

   To change the password, enter the new password, and tap OK.

   To delete the password, tap Delete.

Locking your handheld computer

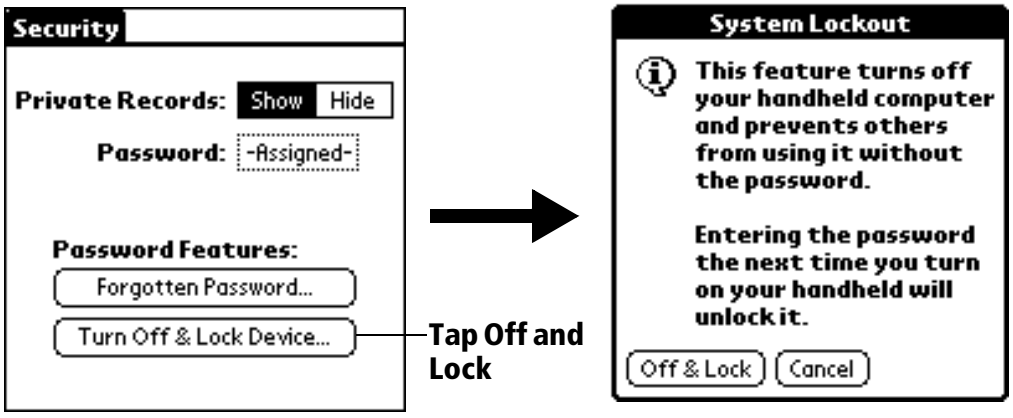
You can also lock your handheld computer so that you need to enter your password to operate it.

Important: If you lock your handheld computer, you must enter the exact password to re-activate your unit. If you forget the password, you need to perform a hard reset to resume using your handheld computer. Performing a hard reset deletes all the records in your unit; however, you can restore all synchronized data at the next HotSync operation. See "Performing a hard reset" in Appendix A for more information.

Downloaded from www.Manualslib.com manuals search engine

To lock your handheld computer with a password:

1. Perform a HotSync operation to synchronize the data between your handheld computer and your computer. See "Exchanging and updating data: HotSync operations" in Chapter 4 for information on synchronizing your data.
2. Assign a password.
3. Tap Turn Off & Lock Device.


Security
Private Records: Show Hide
Password: -Assigned-
Password Features:
Forgotten Password...
Turn Off & Lock Device...
Tap Off and Lock
System Lockout
This feature turns off your handheld computer and prevents others from using it without the password.
Entering the password the next time you turn on your handheld will unlock it.
Off & Lock
Cancel

4. Tap Off & Lock.
5. To start your handheld computer, turn it on, and then enter the password.

Recovering from a forgotten password

If you did not activate the Off & Lock feature and you forget your password, you can delete the password from your handheld computer. Deleting a forgotten password also deletes all entries and files marked as Private.

Important: If you synchronize with your computer before deleting a forgotten password, your handheld computer restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. Tap Forgotten Password.
2. Tap Yes.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Chapter 4

Using Your Basic Applications

Your handheld computer includes these basic applications:

- Date Book
- Address Book
- To Do List
- Memo Pad
- Calculator
- Expense

This chapter is divided into three sections:

- "Overview of basic applications" briefly describes each application and explains how to open it.
- "Common tasks" gives instructions on how to do tasks that you can do in most or all of the basic applications. It's easy to transfer what you learn in one application to the others because the structure and behavior of all the applications are quite similar.
- "Application-specific tasks" is organized by application and gives instructions on how to do tasks that are specific to each application.

Downloaded from www.Manualslib.com manuals search engine

Overview of basic applications

Date Book

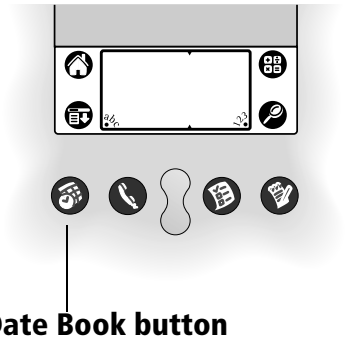
Date Book lets you quickly and easily schedule appointments or any kind of activity associated with a time and date.

In Date Book, you can do the following:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week View makes it easy to spot available times and any potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments.
- Set an alarm to sound prior to the scheduled activity.
- Create reminders for events that are based on a particular date, rather than time of day. Birthdays and anniversaries are easy to track with your handheld computer.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open Date Book:

- Press the Date Book application button on the front panel of your handheld computer. Date Book opens to today's schedule.



Date Book button

Note: Press the Date Book application button repeatedly to cycle through the Day, Week, and Month views.

Downloaded from www.Manualslib.com manuals search engine

Address Book

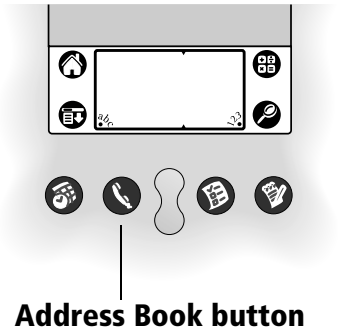
Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts.

In Address Book, you can do the following:

- Quickly look up or enter names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, car, etc.) or e-mail addresses for each name.
- Define which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view them in logical groups.

To open Address Book:

- Press the Address Book application button on the front panel of your handheld computer. Address Book opens to display the list of all your records.



Address Book button

Note: Press the Address Book application button repeatedly to cycle through the categories in which you have records.

Downloaded from www.Manualslib.com manuals search engine

To Do List

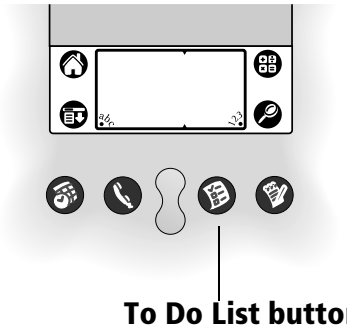
To Do List is a convenient place to create reminders and prioritize the things that you have to do.

In To Do List, you can do the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

To open To Do List:

- Press the To Do List application button on the front panel of your handheld computer. To Do List opens to display the category of items you last viewed.



Note: Press the To Do List application button repeatedly to cycle through the categories in which you have items.

Downloaded from www.Manualslib.com manuals search engine

Memo Pad

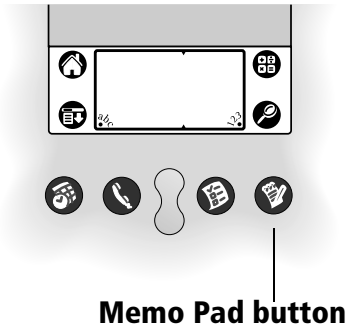
Memo Pad provides a place to take notes that are not associated with records in Date Book, Address Book, or To Do List.

In Memo Pad, you can do the following:

- Take notes or write any kind of message on your handheld computer.
- Drag and drop memos into popular personal computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

To open Memo Pad:

- Press the Memo Pad application button on the front panel of your handheld computer. Memo Pad opens to display the last Memo Pad screen that you viewed.



Note: Press the Memo Pad application button repeatedly to cycle through the categories in which you have memos.

Calculator

Calculator enables you to perform addition, subtraction, multiplication, and division.

In Calculator, you can do the following:

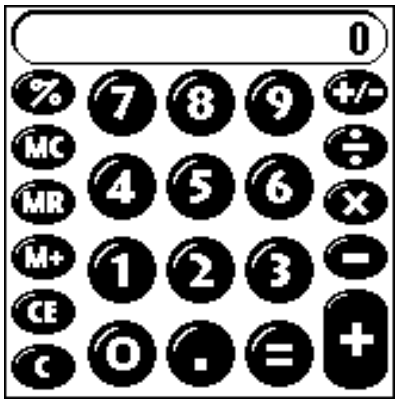
- Perform basic calculations.
- Store and retrieve values.

Downloaded from www.Manualslib.com manuals search engine

- Display the last series of calculations, which is useful for confirming a series of "chain" calculations.

To open Calculator:

- Tap the Calculator icon next to the Graffiti® writing area.



Expense

Expense lets you keep track of your expenses and then transfer the information to a spreadsheet on your personal computer.

In Expense, you can do the following:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft Excel spreadsheet (version 5.0 or later) on your personal computer. (Microsoft Excel is *not* included in the TRGpro handheld computer package.)

To open Expense:

1. Tap the Applications icon .
2. Tap the Expense icon .

Downloaded from www.Manualslib.com manuals search engine

Common tasks

The tasks described in this section use the term "records" to refer to an individual item in any of the basic applications: a single Date Book event, Address Book entry, To Do List item, Memo Pad memo, or Expense item.

Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Memo Pad, and Expense.

To create a record:

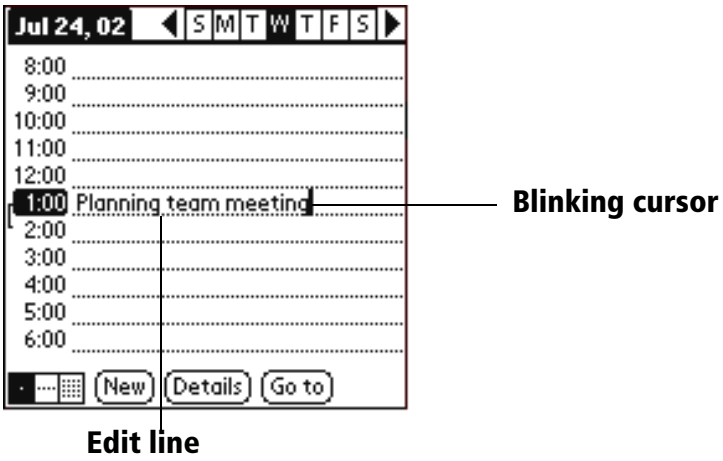
1. Select the application in which you want to create a record.
2. Tap New.
3. In Date Book only: Select start and end times for your appointment and tap OK.
4. Enter text for the record.
5. (Optional) Tap Details to select attributes for the record.
6. In Address Book and Memo Pad only: Tap Done.

There's no need to save the record because your handheld computer saves it automatically.

Editing records

After you create a record, you can change, delete, or enter new text at any time. Two screen features tell you when your handheld computer is in editing mode:

- A blinking cursor
- One or more edit lines



Downloaded from www.Manualslib.com manuals search engine

Entering text

For information on how to enter text using Graffiti writing, the onscreen keyboard, or the keyboard attached to your computer, see Chapter 2.

Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it (in black).

Note: You can drag *across* the text to select additional words, or drag *down* to select a group of lines.

The following commands may appear in an Edit menu:

Undo	Reverses the action of the *last edit* command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace.
Cut	Removes the selected text and stores it temporarily in the memory of your handheld computer. You can paste the text you cut into another area of the current application or into a different application.
Copy	Copies the selected text and stores it temporarily in the memory of your handheld computer. You can paste the text that you copy into another area of the current application or into a different application.
Paste	Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.
Select All	Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.

Downloaded from www.Manualslib.com manuals search engine

Keyboard	Opens the onscreen keyboard. When you finish with the onscreen keyboard, tap Done.
Graffiti Help	Opens screens that show all the Graffiti character strokes. Use this command anytime you forget a stroke for a character.

Deleting records

To delete a record in any of the basic applications:

1. Select the record you want to delete.
2. Tap the Menu icon .
3. Tap Record, and then tap the Delete command:

   Date Book: Delete Event

   Address Book: Delete Address

   To Do List: Delete Item

   Memo Pad: Delete Memo

   Expense: Delete Item

   A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm Desktop software, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check.
4. Tap OK.

If you choose to save a copy of the selected item, your handheld computer transfers it to the archive file on your desktop the next time you perform a HotSync operation.

Other ways to delete records

You can also delete records in the following ways:

- In the Details dialog box of the application, tap Delete, and then tap OK.
- Delete the text of the record.

  Note: In Date Book, if you delete the text of a repeating event, you delete all instances of that event.

Downloaded from www.Manualslib.com manuals search engine

Purging records

Over time, as you use Date Book, To Do List, and Expense, you'll accumulate records in these applications that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book, and To Do List items that you marked as completed remain in the list, as do Expense items.

All these outdated records take up memory on your handheld computer, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld computer and save them in an archive file.

Purging is also available in Mail. See Chapter 5 for more information.

Purging is not available in Address Book or Memo Pad, so delete outdated records from these applications.

To purge records:

1. Open the application.
2. Tap the Menu icon .
3. Tap Record, and then tap Purge.

   A confirmation dialog box appears.

   Date Book: Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

   Date Book, To Do List: If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check box.
4. Tap OK.

If you chose to save a copy of the purged records, your handheld computer transfers them to an archive file on your desktop the next time you perform a HotSync operation.

Note: Purging does not happen automatically. You must tap the command to make it happen.

Exchanging and updating data: HotSync operations

The HotSync process automatically synchronizes — that is, exchanges and updates — data between your handheld computer and Palm

Downloaded from www.Manualslib.com manuals search engine

Desktop software. Changes you make on your handheld computer or Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

You can synchronize your data by connecting your handheld computer directly to your personal computer with the cradle or indirectly with a modem or network. See Chapter 6 for information about performing HotSync operations via a modem or network.

Performing a HotSync operation for the first time

The first time you synchronize your data, you need to enter user information on both the handheld computer and Palm Desktop software. After you enter this information and synchronize, the HotSync Manager recognizes your handheld computer and doesn't ask for this information again.

If you are a System Administrator preparing several handheld computers for a group of users, you may want to create a user profile. See "Creating a user profile" in Chapter 6 before performing the following steps.

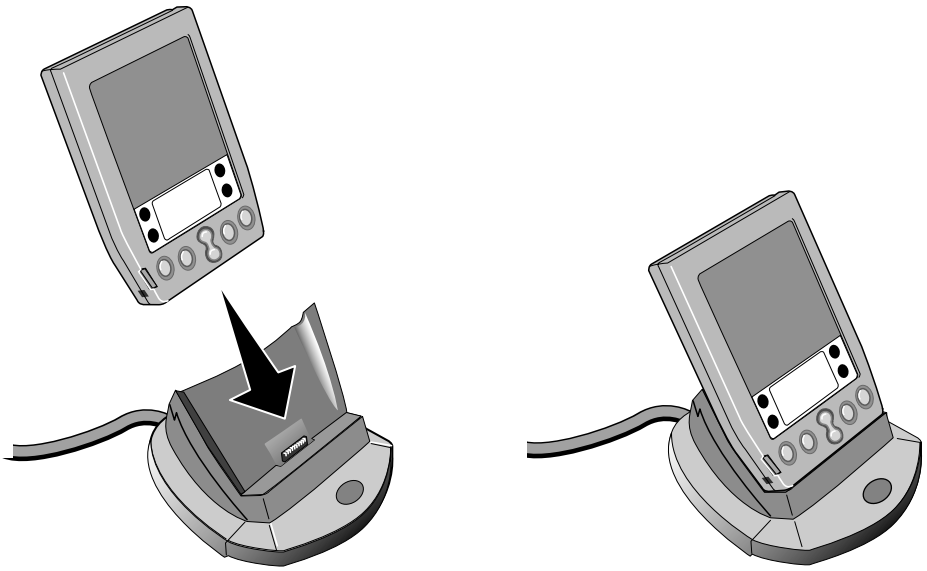
Important: You must perform your *first* HotSync operation with a local, direct connection, rather than using a modem.

The following steps assume that you have already installed the Palm Desktop software. If you have not installed this software, see "Installing Palm Desktop software" in Chapter 1 for instructions.

To perform a local HotSync operation:

1. Insert your handheld computer into the cradle.

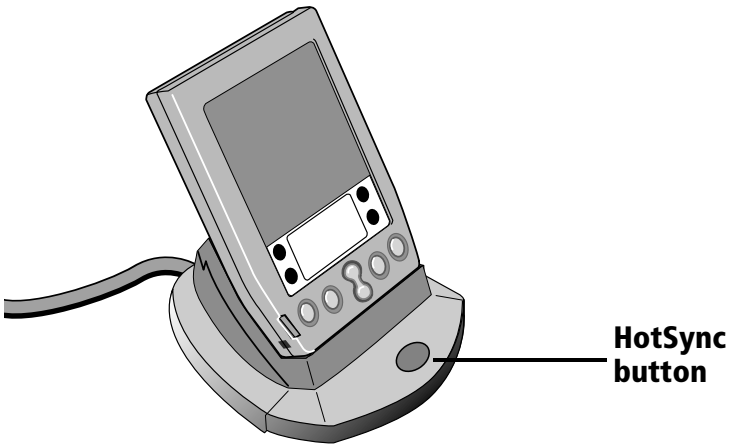
Downloaded from www.Manualslib.com manuals search engine



Tip: The bottom edge of the handheld computer should align smoothly with the cradle when it is inserted properly.

2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then choose Programs. Navigate to the Palm Desktop software program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.
3. Press the HotSync button ™ on the cradle.

Note: If you are using an optional Hotsync cable instead of a cradle, click the HotSync Manager icon in the Windows system tray and select Local from the menu.

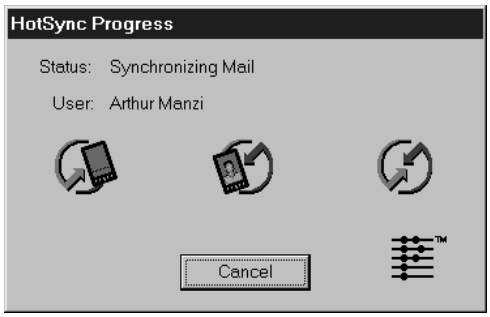


Important: The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click OK. Every handheld computer should have a unique name. To prevent loss of a user's records, never try to

Downloaded from www.Manualslib.com manuals search engine

synchronize more than one handheld computer to the same user name.

The HotSync Progress dialog box appears and synchronization begins.



4. Wait for a message on your handheld computer indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld computer from the cradle.

Categorizing records

Categorize records in the Address Book, To Do List, Memo Pad, and Expense applications so that they are grouped logically and are easy to review. (You can also categorize applications. See "Using the Applications Launcher" in Chapter 3 for more information.)

When you create a record, your handheld computer automatically places it in the category that is currently displayed. If the category is All, your handheld computer assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

You can define up to 15 categories for each application.

Default categories

Your handheld computer comes with two default categories: Business and Personal. In addition, the Address Book contains the QuickList category, which you can use as a quick reference of names, addresses, and phone numbers (such as emergency numbers, doctor, lawyer, etc.).

Expense contains two default categories, New York and Paris, to show how you might sort your expenses for different business trips.

You can rename or delete these default categories.

Note: The illustrations shown are from Address Book, but you can

Downloaded from www.Manualslib.com manuals search engine

use these procedures in all the applications in which categories are available. Categories are not available in Date Book.

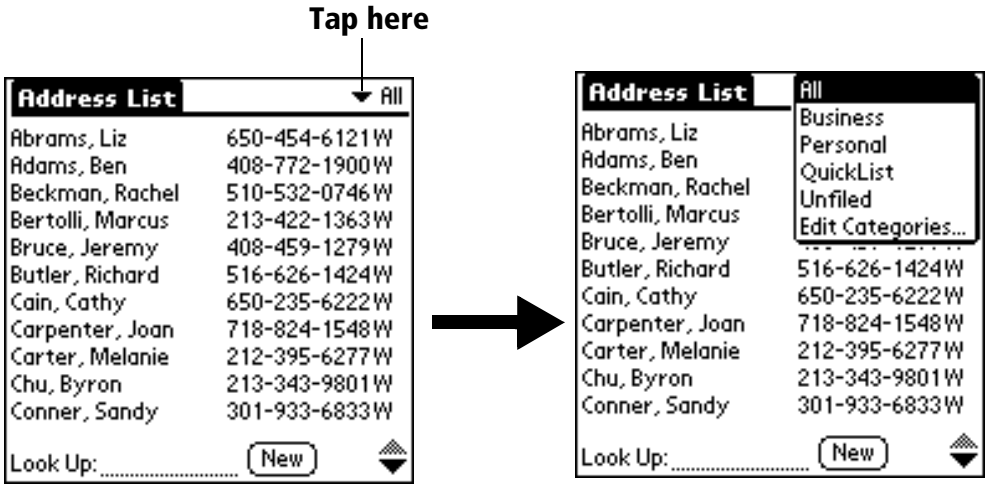
To move a record into a category:

1. Select the record you want to categorize.
2. In Address Book only: Tap Edit.
3. Tap Details.
4. Tap the Category pick list to display the list of available categories.

5. Select the category for the record.
6. Tap OK.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the List screen.



2. Select the category you want to view.

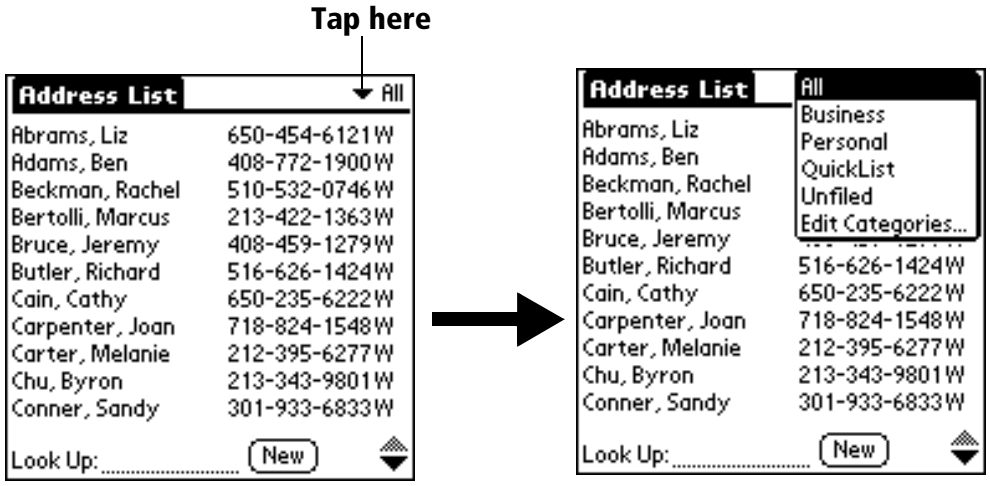
The List screen now displays only the records assigned to that category.

Tip: Pressing an application button on the front panel of the handheld computer toggles through all the categories of that application.

Downloaded from www.Manualslib.com manuals search engine

To define a new category:

1. Tap the category pick list in the upper-right corner of the screen.



2. Tap Edit Categories.
3. Tap New.

4. Enter the name of the new category, and then tap OK.

5. Tap OK.

You can assign any of your records to the new category.

To rename a category:

1. Tap the category pick list in the upper-right corner of the screen.
2. Tap Edit Categories.

Downloaded from www.Manualslib.com manuals search engine

3. Select the category that you want to rename, and then tap Rename.

4. Enter the new name for the category, and then tap OK.

5. Tap OK.

Tip: You can group the records in two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

Downloaded from www.Manualslib.com manuals search engine

Finding records

Your handheld computer offers several ways to find information quickly:

- **All applications**: Find locates any text that you specify, always starting with the current application.
- **Date Book, To Do List, Memo Pad**: Phone Lookup displays the Address List screen and lets you add the information that appears in this list to a record.
- **Address Book**: The Look Up line lets you enter the first letters of a name to scroll immediately to that name.
- **Expense**: Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

Looking up Address Book records

When working with Address Book, the scroll button on the front panel of the handheld computer makes it easy to navigate among your address entries.

- In the Address List screen, the scroll button moves up or down an entire screen of records. If you hold down the scroll button, you accelerate the scrolling and display every third screen.
- In the Address View screen, the scroll button moves to the previous or next address record.

You can also use the Address List Look Up feature to quickly scroll to any of your Address Book entries.

Downloaded from www.Manualslib.com manuals search engine

To look up an Address Book record:

1. Display the Address List screen.
2. Enter the first letter of the name you want to find.

   The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an "s" scrolls to "Sands," and writing "sm" scrolls further to "Smith." If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

3. Tap the record to view its contents.

Using Find

You can use Find to locate any text that you specify, in any application.

To use Find:

1. Tap the Find icon .

   Tip: If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.

2. Enter the text that you want to find.

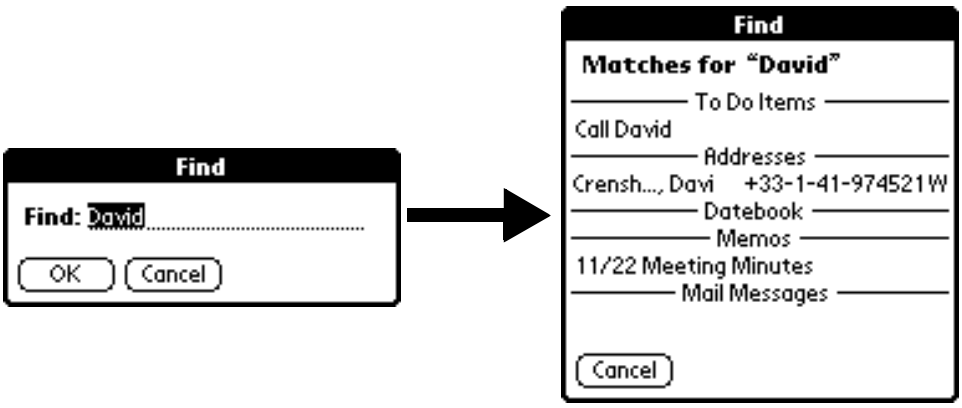
   Find is *not* case-sensitive. For example, searching for the name "davidson" also finds "Davidson."

   Find locates any words that begin with the text you enter. For example, searching for "plane" finds "planet," but not "airplane."

3. Tap OK.

   Find searches for the text in all records and all notes.

Downloaded from www.Manualslib.com manuals search engine



As your handheld computer searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your handheld computer finishes the search. To continue the search after you tap Stop, tap Find More.

4. Tap the text that you want to review.

Using Phone Lookup

Phone Lookup displays the Address List screen and lets you add the information that appears in this list to a record.

To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, or Memo Pad.
2. Tap the Menu icon .
3. Tap Options, and then tap Phone Lookup.
4. Begin to spell the last name of the name you want to find.

   The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.

Downloaded from www.Manualslib.com manuals search engine

5. Tap Add.

The name you selected, along with the other information associated with it, is pasted into the record you selected in step 1.

Phone Lookup tips

Write the Graffiti Command stroke "/L" to activate the Phone Lookup feature. You can also activate it in the following circumstances:

- **While entering text**: For example, to insert the full name and phone number for someone with the last name "Williams," write the Graffiti characters for "Wi" and then the Phone Lookup Command stroke "/L."

  Assuming you have only one Address Book record that begins with "Wi," your handheld computer inserts the full name "Williams" (and its associated information). If you have more than one name that begins with "Wi," the Phone Lookup screen appears and highlights the first record that begins with "Wi."

- **For selected text**: Drag to highlight the text, and then write the Phone Lookup Command stroke "/L." Your handheld computer replaces the selected text and adds the name and its associated information.

Looking up names to add to expense records

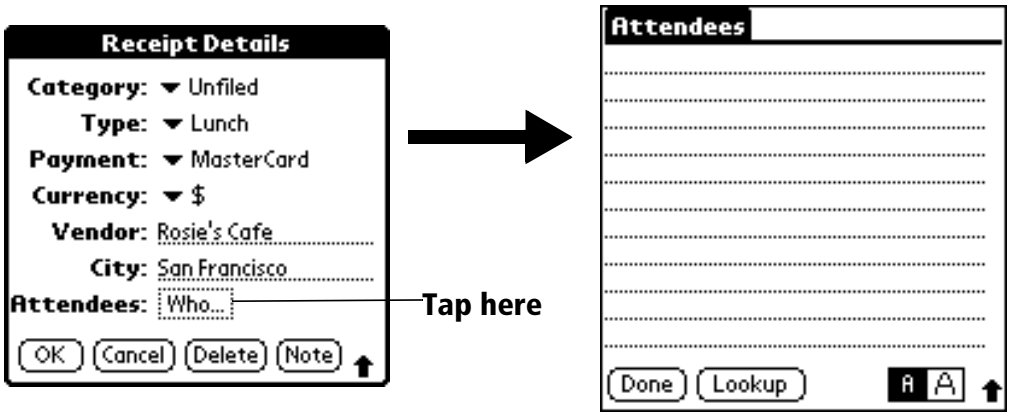
In Expense, Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

To add names to an Expense record:

1. Tap the Expense record to which you want to add names.
2. Tap Details.

Downloaded from www.Manualslib.com manuals search engine

3. Tap Who.



4. Tap Lookup.

   The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5. Select the name you want to add, and then tap Add.

   The name appears in the Attendees screen.

6. Repeat steps 4 and 5 to add more names.
7. Tap Done.
8. Tap OK.

Sorting lists of records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have List screens: Address Book, To Do List, Memo Pad, and Expense.

Note: You can also assign records to categories. See "Categorizing records" earlier in this chapter.

To sort records in To Do List and Expense:

1. Open the application to display the List screen.
2. Tap Show.
3. Tap the Sort by pick list and select an option.
4. Tap OK.

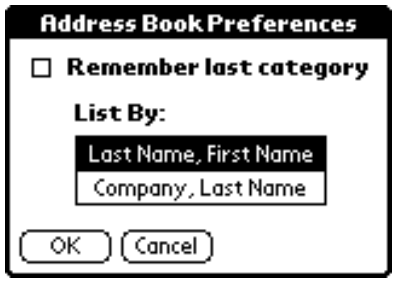
To sort records in Address Book and Memo Pad:

1. Open the application to display the List screen.
2. Tap the Menu icon .

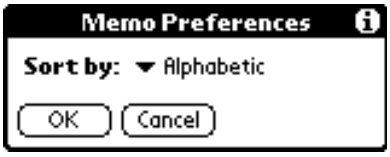
Downloaded from www.Manualslib.com manuals search engine

3. Tap Options, and then tap Preferences.

Address Book:



Memo Pad:



4. Do one of the following:

   Address Book: Tap the setting you want.

   Memo Pad: Tap the Sort by pick list and select Alphabetic or Manual.

5. Tap OK.

To sort the Memo List manually, tap and drag a memo to a new location in the list.

Note: To make the list of your memos appear in Palm Desktop software as you manually sorted it on your handheld computer, open Memo Pad in Palm Desktop software and click List by. Then select Order on handheld.

Making records private

In all basic applications except Expense, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide all private records. See “Security” in Chapter 3 for more information.

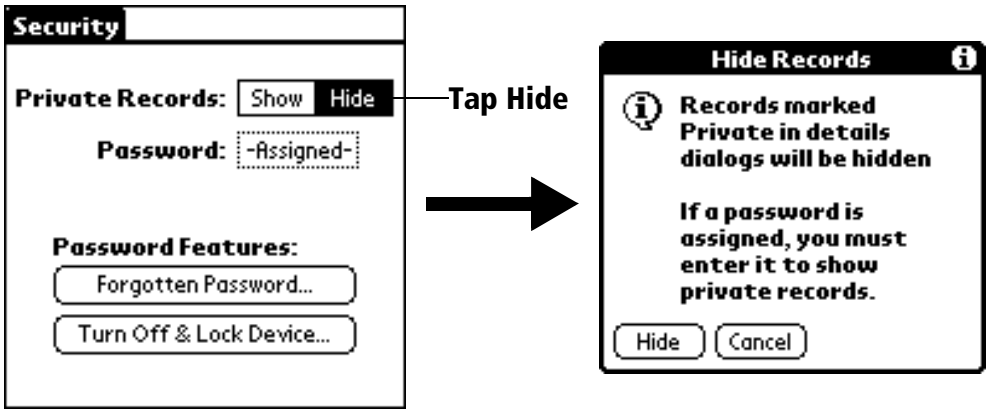
Hiding private records

You can hide records that you mark as private. If you define a password for your handheld computer, you must enter it to display private records.

Downloaded from www.Manualslib.com manuals search engine

To hide private records:

1. Tap the Applications icon .
2. Tap Security.
3. Tap Hide.



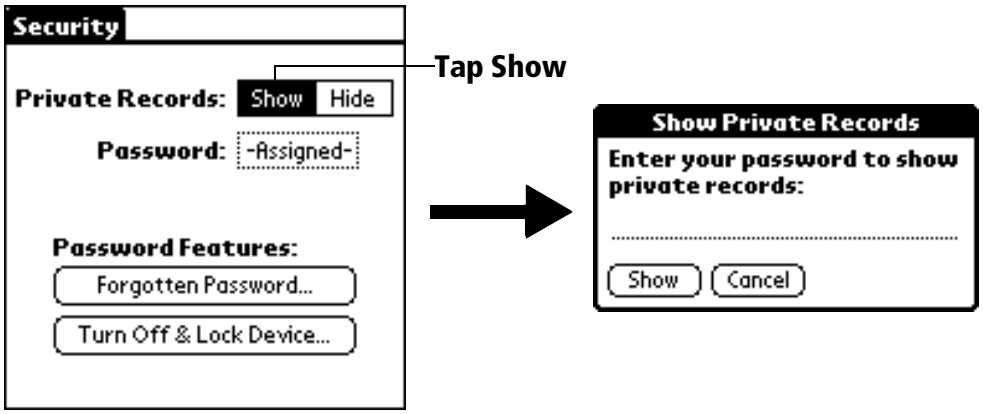
4. Tap Hide to confirm that you want to hide private records.

To display private records:

1. Tap the Applications icon .
2. Tap Security.
3. Tap Show.

   If you do not have a password, hidden records become visible.

   If you have a password, the Show Private Records dialog box appears. Go to step 4.



4. Enter your password, and then tap Show.

Downloaded from www.Manualslib.com manuals search engine

To make a record private:

1. Display the entry that you want to make private.
2. Tap Details.
3. Tap the Private check box to select it.
4. Tap OK.

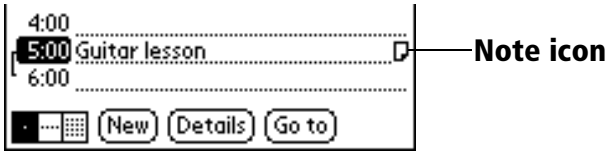
Attaching notes

In all basic applications except Memo Pad, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to the location.

To attach a note to a record:

1. Display the entry to which you want to add a note.
2. In Address Book only: Tap Edit.
3. Tap Details.
4. Tap Note.
5. Enter your note.
6. Tap Done.

A small note icon appears at the right side of any item that has a note.



To review or edit a note:

1. Tap the Note icon .

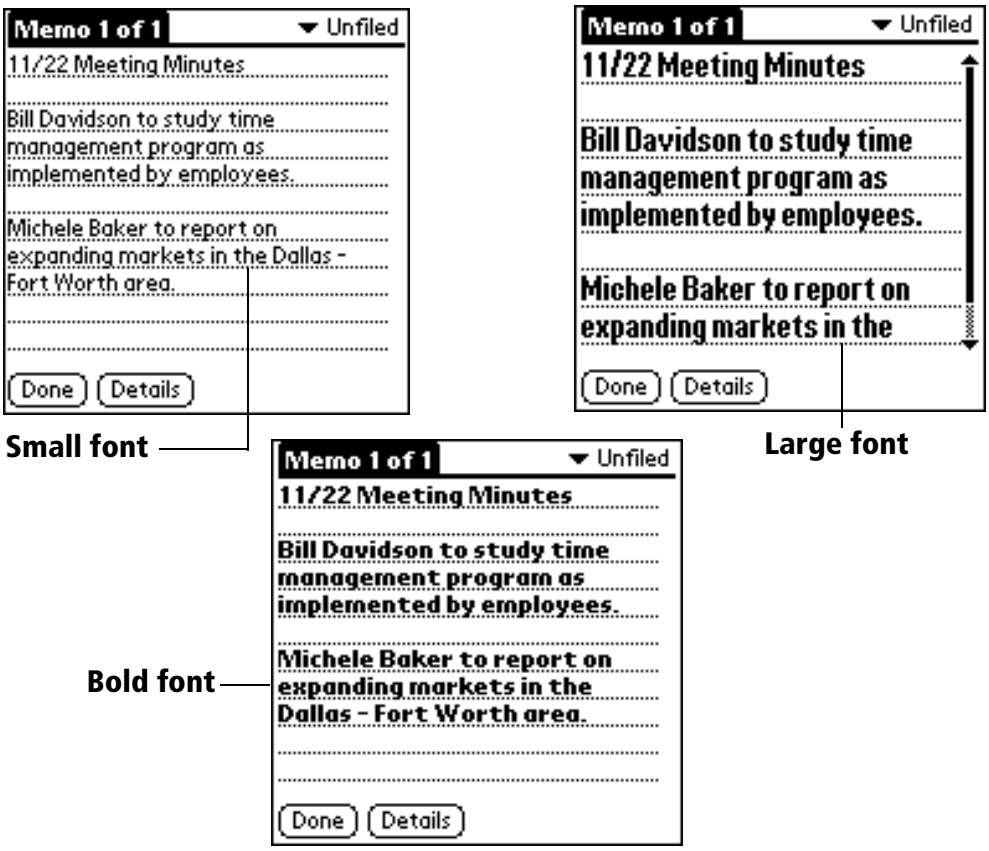
To delete a note:

1. Tap the Note icon .
2. Tap Delete.
3. Tap Yes.

Downloaded from www.Manualslib.com manuals search engine

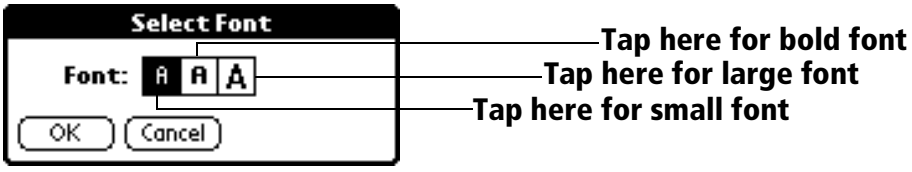
Choosing fonts

In all basic applications except Expense, you can change the font style to make text easier to read. You can choose a different font style for each application.


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details
Small font
Large font
Bold font

To change the font style:

1. Open an application.
2. Tap the Menu icon .
3. Tap Options, and then tap Font.
4. Tap the font style you want to use.



5. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

Application-specific tasks

Date Book

When you open Date Book, the screen shows the current date and a list of times for a normal business day.

Scheduling an event

A record in Date Book is called an "event." An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines.

When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

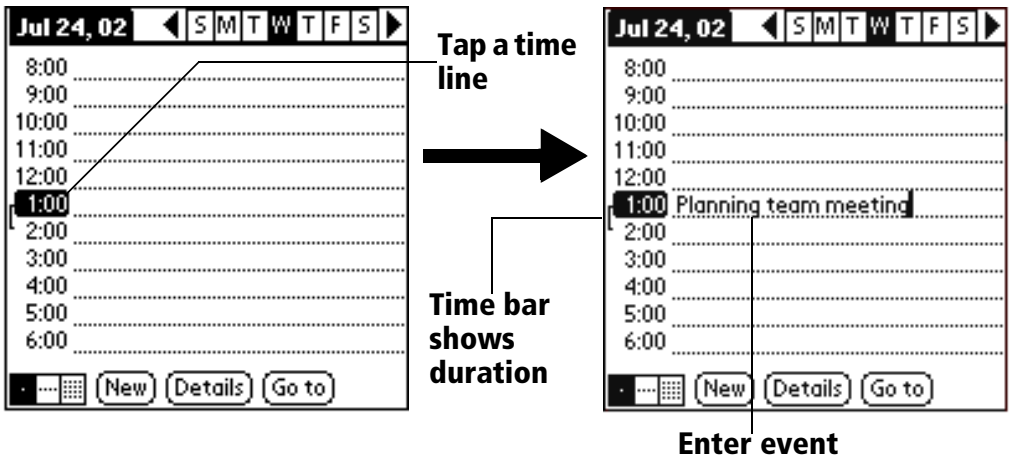
Note: It's possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See "Spotting event conflicts" later in this chapter.

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as "untimed events." Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

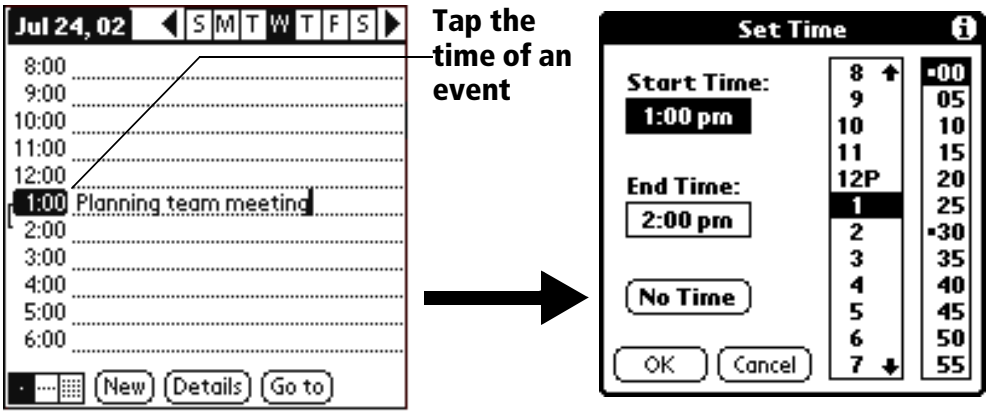
To schedule an event for the current day:

1. Tap the time line that corresponds to the beginning of the event.



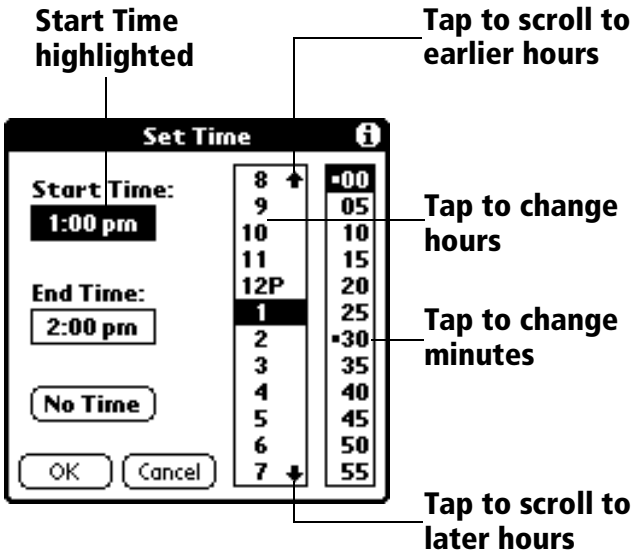
Downloaded from www.Manualslib.com manuals search engine

2. Enter a description of the event. You can enter up to 255 characters.
3. If the event is one hour long, skip to step 7. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.



Tip: You can also open the Set Time dialog (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

4. Tap the time columns on the right side of the Set Time dialog to set the Start Time.


Start Time highlighted
Tap to scroll to earlier hours
Set Time
Start Time:
1:00 pm
End Time:
2:00 pm
No Time
OK
Cancel
8 9 10 11 12P 1 2 3 4 5 6 7
00 05 10 15 20 25 30 35 40 45 50 55
Tap to change hours
Tap to change minutes
Tap to scroll to later hours

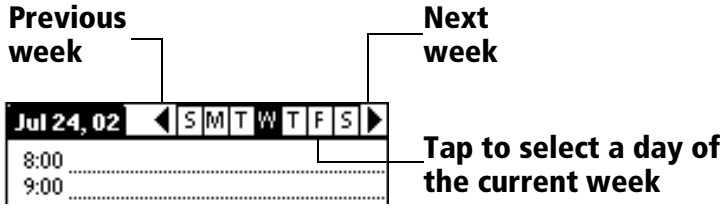
5. Tap the End Time box, and then tap the time columns to set the End Time.
6. Tap OK.
7. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.

Downloaded from www.Manualslib.com manuals search engine

To schedule an event for another day:

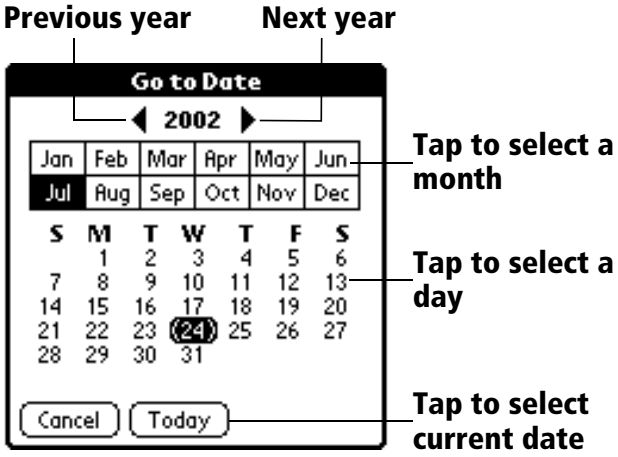
1. Select the date you want for the event by doing one of the following:

- Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.



Tip: You can also use the scroll button on the front panel of your handheld computer to move forward or backward one day at a time.

- Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.


Previous year
Next year
Go to Date
2002
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Cancel
Today
Tap to select a month
Tap to select a day
Tap to select current date

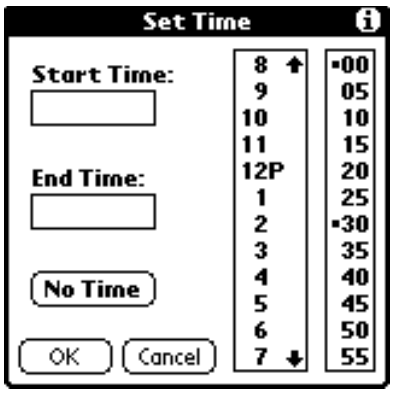
Tip: In the Go to Date dialog box, you can also use the scroll button on the front panel of the handheld computer to move forward or backward one month at a time.

2. After you locate the date, follow the steps for scheduling an event for the current day.

Downloaded from www.Manualslib.com manuals search engine

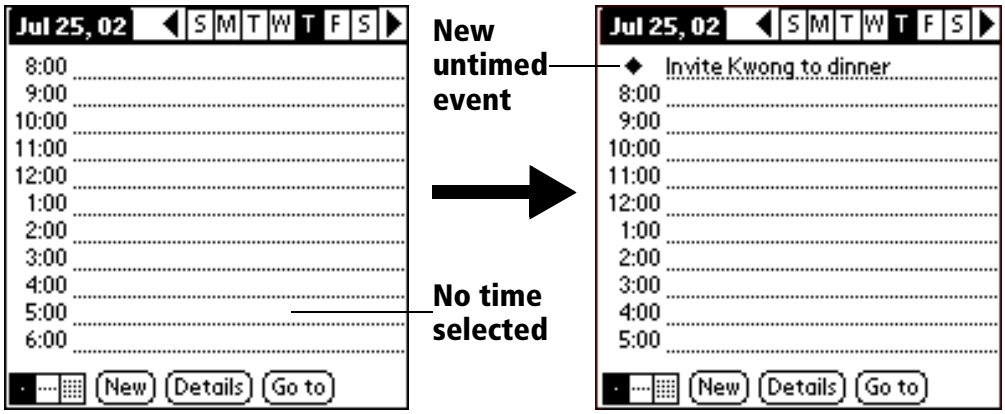
To schedule an untimed event:

1. Select the date that you want for the event as described in "To schedule an event for another day."
2. Tap New.
3. Tap OK, so that no start or end times are defined for the new event.



Tip: You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area.

4. Enter a description of the event.



5. Tap a blank area on the screen to deselect the untimed event.

Note: If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK.

Downloaded from www.Manualslib.com manuals search engine

Rescheduling an event

You can easily make changes to your schedule with your handheld computer.

To reschedule an event:

1. Tap the event you want to reschedule.
2. Tap Details.
3. To change the time, tap the Time box and select a new time.
4. To change the date, tap the Date box and select a new date.
5. Tap OK.

Setting an alarm for an event

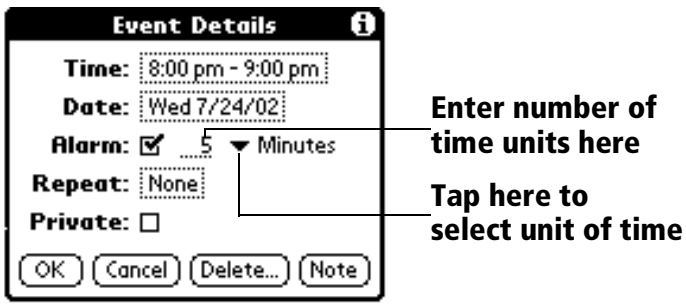
The Alarm setting enables you to set an audible alarm for events in your Date Book. You can set an alarm to sound minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

When you set an alarm, this icon appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears onscreen.

To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.

   The default setting, 5 Minutes, appears.
4. Tap the pick list to select Minutes, Hours, or Days.
5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.



Downloaded from www.Manualslib.com manuals search engine

6. Tap OK.

Alarm for untimed events: You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event; instead, the reminder message appears onscreen.

For example, you set an alarm for an untimed event that occurs on February 4th. If the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on the night of February 3rd. The reminder remains onscreen until you turn on your handheld computer and tap OK to dismiss it.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.

A business trip or a vacation is an example of a continuous event.

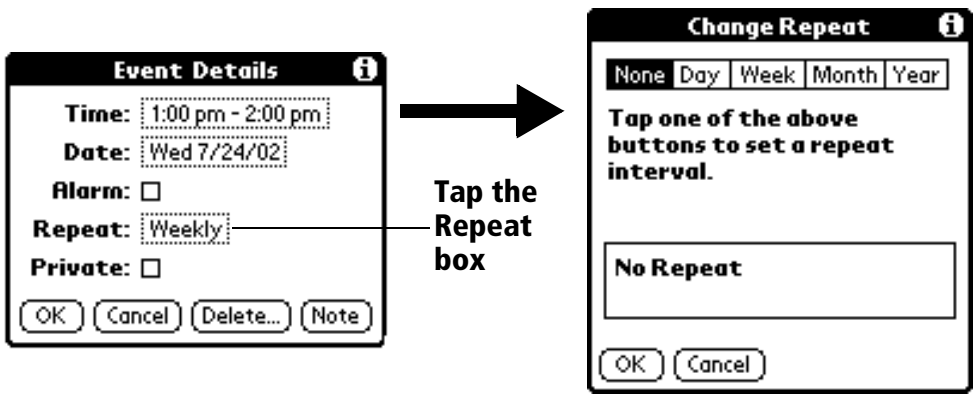
To schedule a repeating or continuous event:

1. Tap the event.

   Typically, a continuous event is an untimed event.

2. Tap Details.

3. Tap the Repeat box to open the Change Repeat dialog box.



4. Tap Day, Week, Month, or Year to set how often event repeats.

   For a continuous event, tap Day.

Downloaded from www.Manualslib.com manuals search engine

5. Enter a number that corresponds to how often you want the event to repeat on the Every line.

   For example, if you select Month and enter the number 2, the event repeats every other month.

6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.
7. Tap OK.

After you schedule a repeating or continuous event, this icon appears to the far right of the event.

Considerations for repeating or continuous events: Keep the following points in mind.

- If you change the start date of a repeating event, your handheld computer calculates the number of days you moved the event. Your handheld computer then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your handheld computer creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld computer adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to all occurrences, your handheld computer creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon .

Changing the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week or month. You can also display the current time.

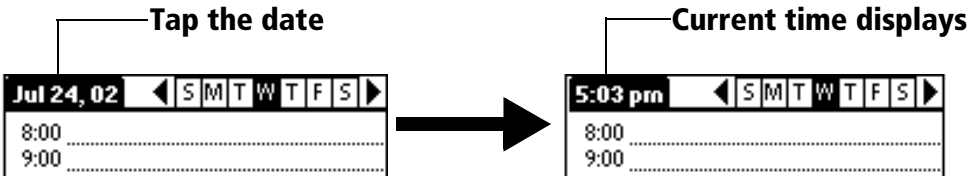
To cycle through Day, Week, and Month views:

- Press the Date Book application button repeatedly to display the next view.

Downloaded from www.Manualslib.com manuals search engine

To display the current time:

- Tap the date in the date bar to display the current time. After a few seconds, the date reappears.



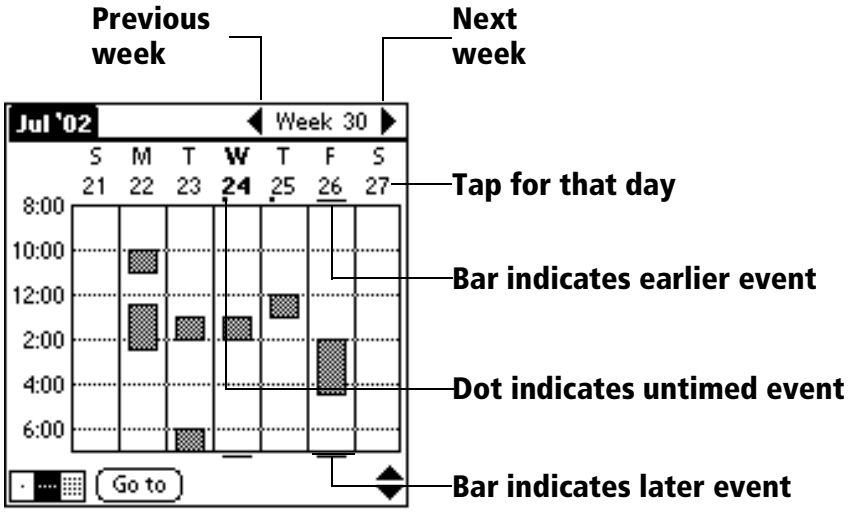
Working in Week View: Week View shows the calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To display the Week View:

1. Tap the Week View button.

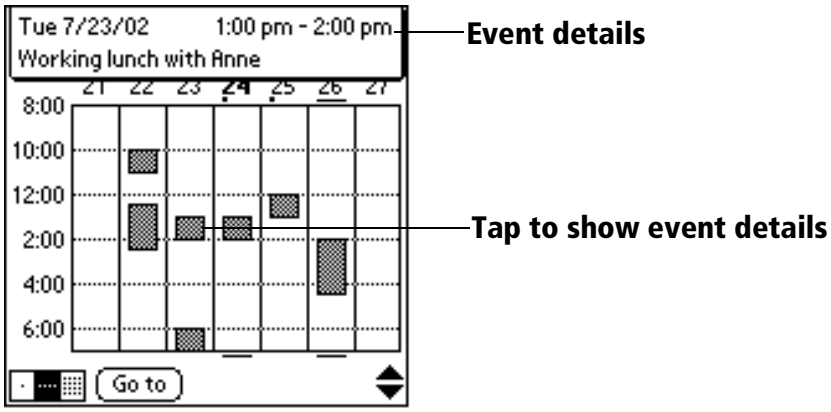
2. Tap the navigation controls to move forward or backward a week at a time, or to display details of an event.

   Note: The Week View also shows untimed events and events that are before and after the range of times shown.



Downloaded from www.Manualslib.com manuals search engine

3. Tap an event to show a description of the event.



Tips for using Week View: Keep the following points in mind.

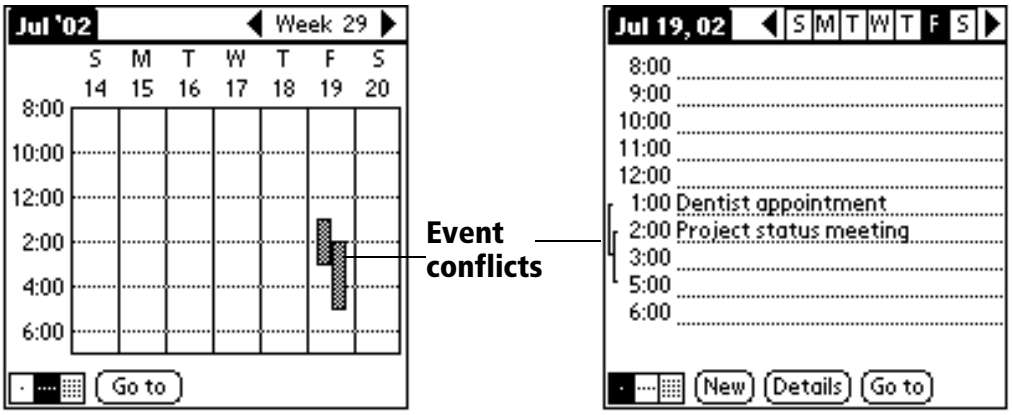
- To reschedule an event, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.
- The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

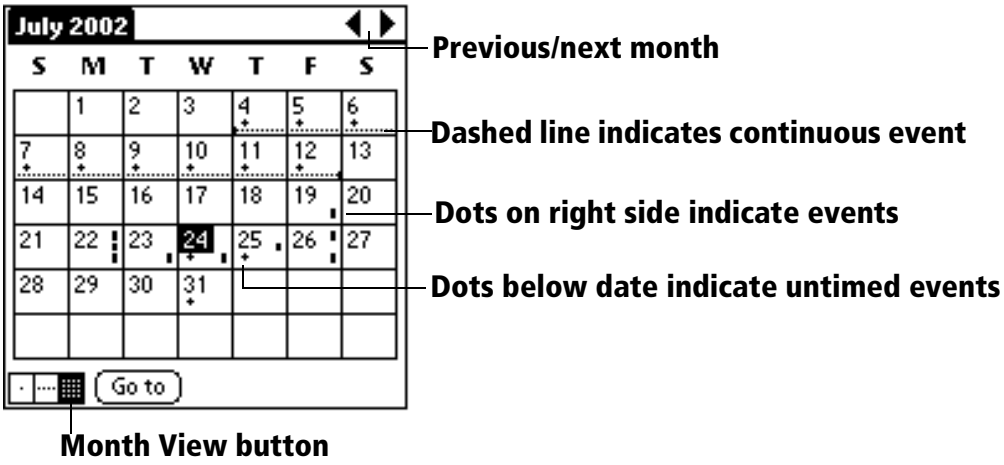
An event conflict (time overlap) appears in the Week View as overlapping bars. The Day View displays overlapping brackets to the left of the conflicting times.

Downloaded from www.Manualslib.com manuals search engine



Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month View indicate events, repeating events, and untimed events.


July 2002
S M T W T F S
Previous/next month
Dashed line indicates continuous event
Dots on right side indicate events
Dots below date indicate untimed events
Go to
Month View button

You can control the dots and lines that appear in the Month View. See "Options menu" later in this chapter.

Tips for using Month View: Keep the following points in mind.

- Tap a day in the Month View to display that day in the Day View.
- Tap the scroll arrows in the upper-right corner to move forward or backward a month.
- Tap Go to to open the date selector and select a different month.
- Use the scroll button on the front panel of your handheld computer to move between months. Press the upper half of the button to display the previous month, the lower half to display the next month.

Downloaded from www.Manualslib.com manuals search engine

Date Book menus, preferences, and display options

Date Book menus are shown here for your reference, and Date Book features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

Record menu

Options menu

Downloaded from www.Manualslib.com manuals search engine

Display Options Allows you to change Date Book's appearance and which events display.

- **Show Time Bars**. Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
- **Compress Day View.** Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings**. These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month View *only*.

Downloaded from www.Manualslib.com manuals search engine

Preferences

- **Start/End Time.** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows ⬍ to scroll up and down.
- **Alarm Preset.** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
- **Alarm Sound.** Sets the tone of the alarm.
- **Remind Me.** Defines how many times the alarm sounds. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- **Play Every.** Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

About Date Book

Shows version information for Date Book.

Downloaded from www.Manualslib.com manuals search engine

Address Book

Address Book is the application in which you store name and address information about people or businesses.

Creating an Address Book entry

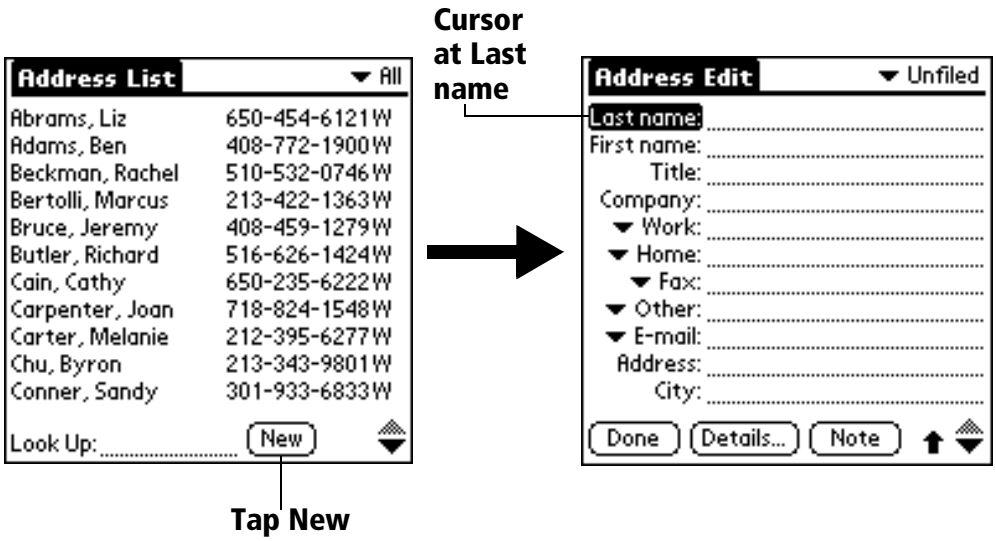
A record in Address Book is called an "entry." You can create entries on your handheld computer, or you can use Palm Desktop software to create entries on your personal computer and then download the entries to your handheld computer with your next HotSync operation.

Palm Desktop software also has data import capabilities that enable you to load database files into Address Book on your handheld computer.

See "Importing data" in Chapter 2 and Palm Desktop online Help for more information.

To create a new Address Book entry:

1. Press the Address Book application button on the front of your handheld computer to display the Address List.
2. Tap New.



3. Enter the last name of the person you want to add to your Address Book.

   Note: The handheld computer automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the Graffiti capital stroke to capitalize the first letter of the name.

Downloaded from www.Manualslib.com manuals search engine

4. Use the Next Field Graffiti stroke to move to the First Name field.

Tip: You can also move to any field by tapping it directly.

5. Enter the person's first name in the First Name field.
6. Enter the other information that you want to include in this entry.
7. Tap the scroll arrows ◆ to move to the next page of information.
8. After you finish entering information, tap Done.

Tap Done

Tip: To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call*. This entry can contain contact information in case you lose your handheld computer.

Selecting types of phone numbers

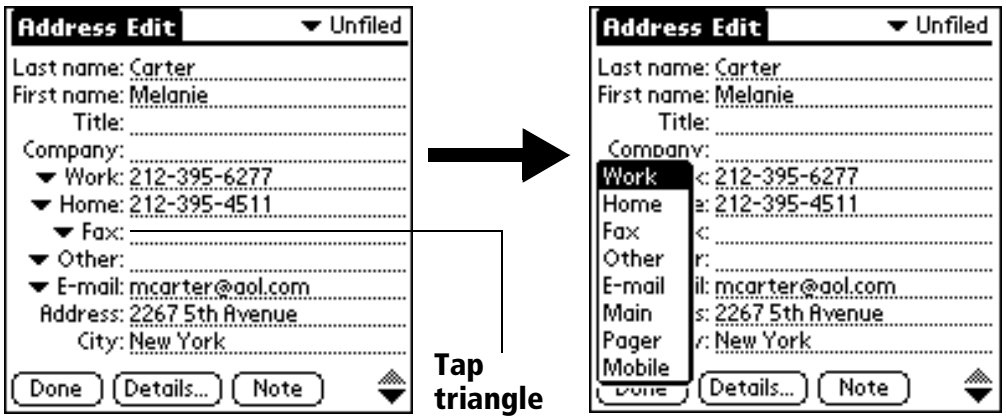
You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.
2. Tap Edit.

Downloaded from www.Manualslib.com manuals search engine

3. Tap the pick list next to the label you want to change.



4. Select a new label.

Changing Address Entry details

The Address Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.
2. Tap Edit.
3. Tap Details.

4. Select any of the following settings:

Show in List	Select which type of phone or other information appears in the Address List screen. Your options are Work, Home, Fax, Other, and E-mail.
Category	Assign the entry to a category.
Private	Hide this entry when Security is turned on.

Downloaded from www.Manualslib.com manuals search engine

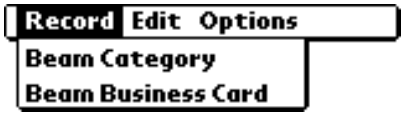
Address Book menus

Address Book menus are shown here for your reference, and Address Book features that are not explained elsewhere in this book are described here.

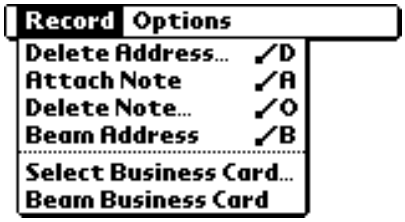
See "Using menus" in Chapter 1 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Address List screen or the Address View screen.

Record menus



Address List



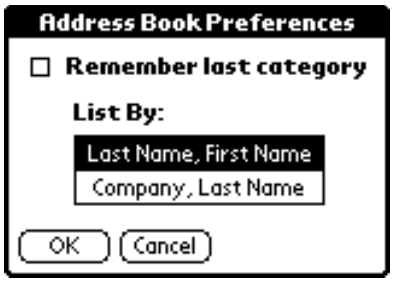
Address View

Options menus

Address List

Address View

Preferences



- **Remember last category.** Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.

Downloaded from www.Manualslib.com manuals search engine

Rename Custom Fields

These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.

About Address Book

Shows version information for Address Book.

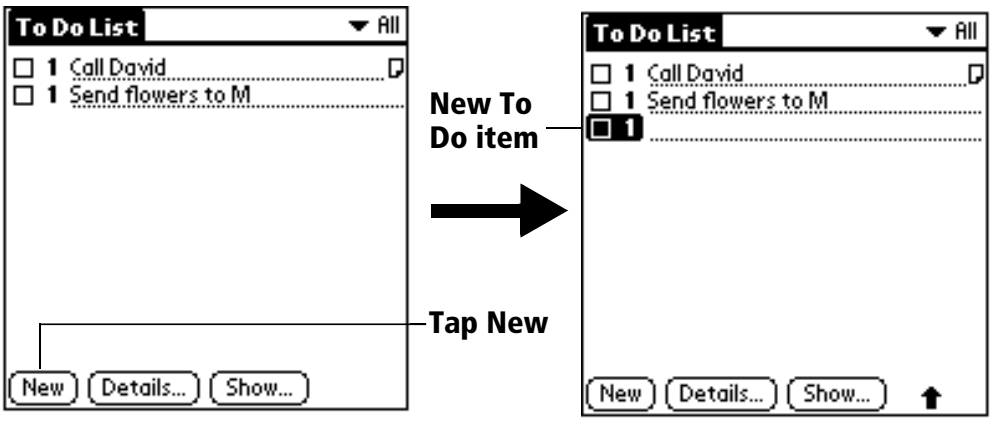
Downloaded from www.Manualslib.com manuals search engine

To Do List

A To Do List item is a reminder of some task that you have to complete. A record in To Do List is called an "item."

To create a To Do List item:

1. Press the To Do List application button on the front of your organizer to display the To Do List.
2. Tap New.



3. Enter the text of the To Do List item. The text can be longer than one line.
4. Tap anywhere onscreen to deselect the To Do List item.

Tip: If no To Do List item is currently selected, writing in the Graffiti writing area automatically creates a new item.

Setting priority

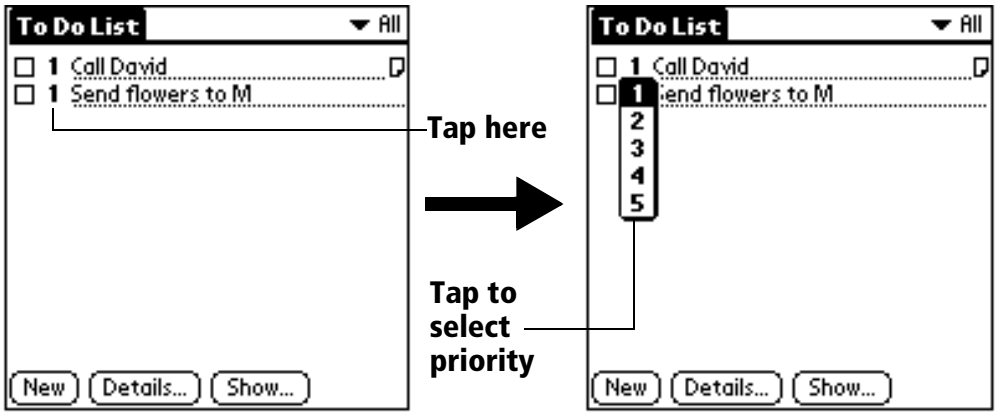
The priority setting for items lets you arrange the tasks in your To Do List according to their importance or urgency. The default setting for the To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

Note: When you create a new To Do List item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.

Downloaded from www.Manualslib.com manuals search engine

To set the priority of a To Do List item:

1. Tap the Priority number on the left side of the To Do List item.



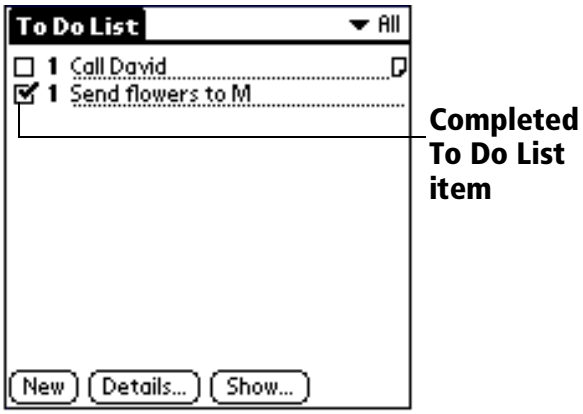
2. Tap the Priority number that you want to set (1 is most important).

Checking off a To Do List item

You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date that you complete the To Do List item, and you can choose to show or hide completed items. See "To Do Show Options" later in this chapter.

To check off a To Do List item:

- Tap the check box on the left side of the item.



Changing To Do List item details

The To Do Item Details dialog box enables you to change settings for individual items.

Downloaded from www.Manualslib.com manuals search engine

To display the To Do Item Details dialog box:

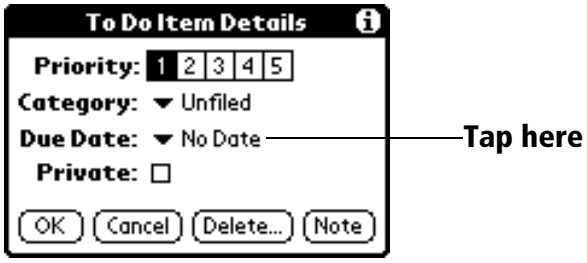
1. Tap the text of the item whose details you want to change.
2. Tap Details.

Setting a due date

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due date.

To set a due date for a To Do List item:

1. In the Details dialog box, tap "No Date" to open the Due Date pick list.



2. Tap the date that you want to assign the item:

Today	Assigns the current date.
Tomorrow	Assigns tomorrow's date.
One week later	Assigns the date exactly one week from the current date.
No Date	Removes the due date from the item.
Choose date	Opens the date selector, where you can choose any date that you want for the item.

3. Tap OK.

Tip: If you turn on the Show Due Dates option in the To Do Show options dialog, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

Downloaded from www.Manualslib.com manuals search engine

To Do Show Options

The Show Options dialog box enables you to control the appearance of To Do List.

To change the Show Options settings:

1. In To Do List, tap Show.

2. Select any of the following settings:

Show Completed Items	Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them. Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your handheld computer. Purge completed items to remove them from memory.
Show Only Due Items	Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

Downloaded from www.Manualslib.com manuals search engine

Show Due Dates	Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
Show Priorities	Shows the priority setting for each item.
Show Categories	Shows the category for each item.

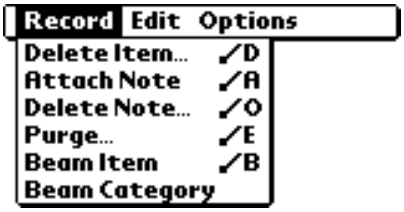
3. Tap OK.

To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

Record menu



Options menu

About To Do List Shows version information for To Do List.

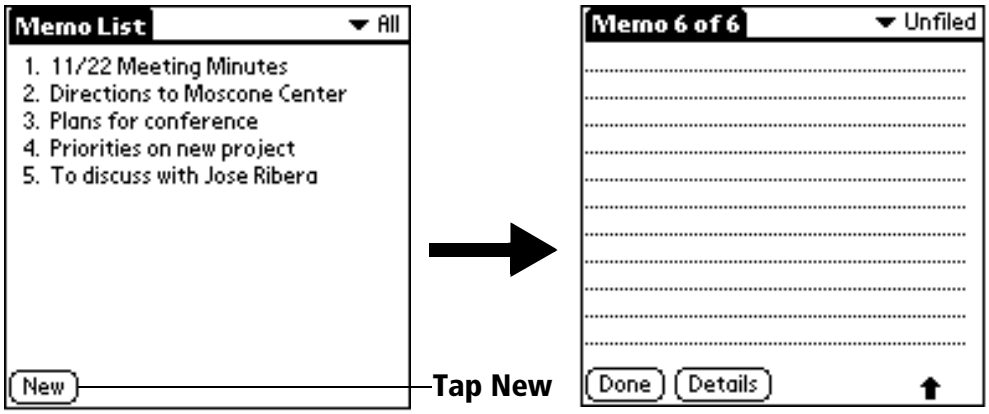
Downloaded from www.Manualslib.com manuals search engine

Memo Pad

A memo can contain up to 4,000 characters. The number of memos you can store is dependent only on the memory available on your handheld computer. A record in Memo Pad is called a "memo."

To create a new memo:

1. Press the Memo Pad application button on the front of your handheld computer to display the Memo List.
2. Tap New.



Tip: In the Memo List screen, you can also begin writing in the Graffiti writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
4. Tap Done.

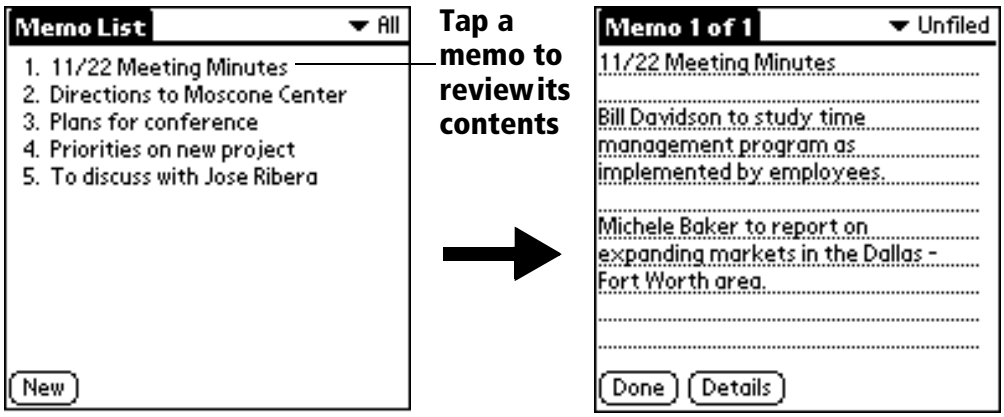
Reviewing memos

The first line of a memo appears in the Memo List. This makes it easy to locate and review your memos.

Downloaded from www.Manualslib.com manuals search engine

To review a memo:

1. In the Memo List, tap the text of the memo.


Memo List
All
1. 11/22 Meeting Minutes
2. Directions to Moscone Center
3. Plans for conference
4. Priorities on new project
5. To discuss with Jose Ribera
New
Tap a memo to review its contents
Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to study time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
Done
Details

2. Review or edit the text in the memo.
3. Tap Done.

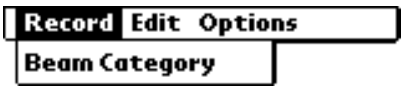
Memo Pad menus

Memo Pad menus are shown here for your reference, and Memo Pad features that are not explained elsewhere in this book are described here.

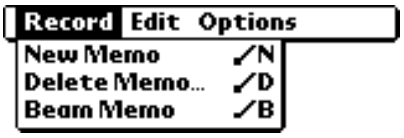
See "Using menus" in Chapter 1 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Memo List or an individual memo.

Record menus

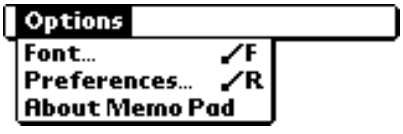


Memo List

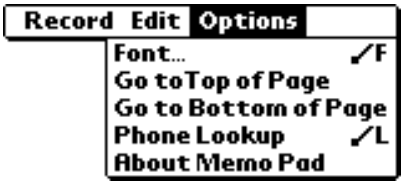


Memo screen

Options menus



Memo List



Memo screen

Downloaded from www.Manualslib.com manuals search engine

Go to Top of Page	Moves to the top (first) line of the memo.
Go to Bottom of Page	Moves to the bottom (last) line of the memo.
Preferences	Displays the Memo Preferences dialog box, where you define the sort order for memos.
About Memo Pad	Shows version information for Memo Pad.

Downloaded from www.Manualslib.com manuals search engine

Calculator

The Calculator includes several buttons to help you perform calculations.

Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

Clears the entire calculation and enables you to begin a fresh calculation.

Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then press* the +/- button.

Places the current number in memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.

Recalls the stored value from memory and inserts it in the current calculation.

Clears any value that is stored in the Calculator memory.

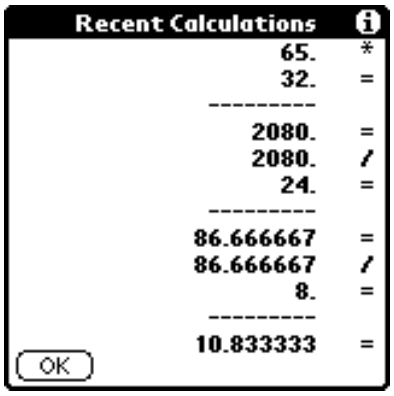
Recent Calculations

The Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of "chain" calculations.

To display recent calculations:

1. Tap the Menu icon .
2. Tap Options, and then tap Recent Calculations.

Downloaded from www.Manualslib.com manuals search engine



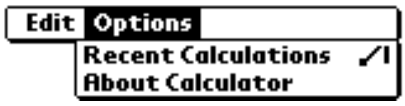
3. After you finish reviewing the calculations, tap OK.

Calculator menus

Calculator menus are shown here for your reference, and Calculator features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

Options menus



About Calculator	Shows version information for Calculator.

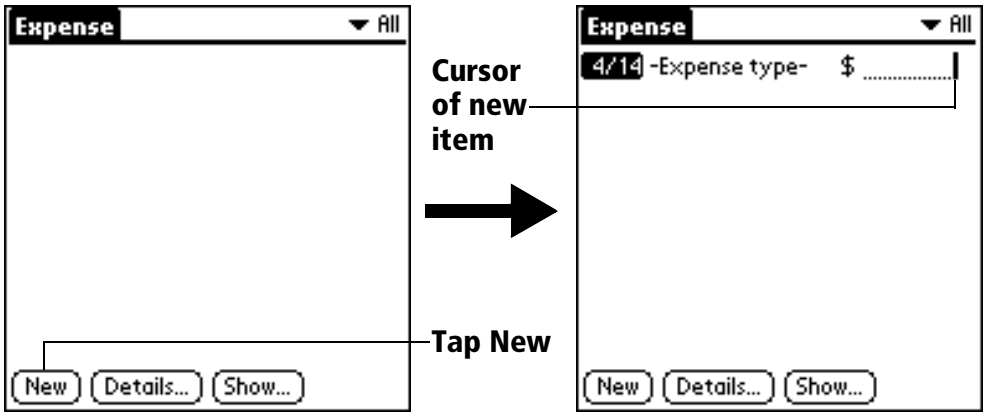
Downloaded from www.Manualslib.com manuals search engine

Expense

Expense enables you to record the date, expense type, and the amount that you spent. A record in Expense is called an "item." You can sort your Expense items into categories or add other information that you want to associate with the item.

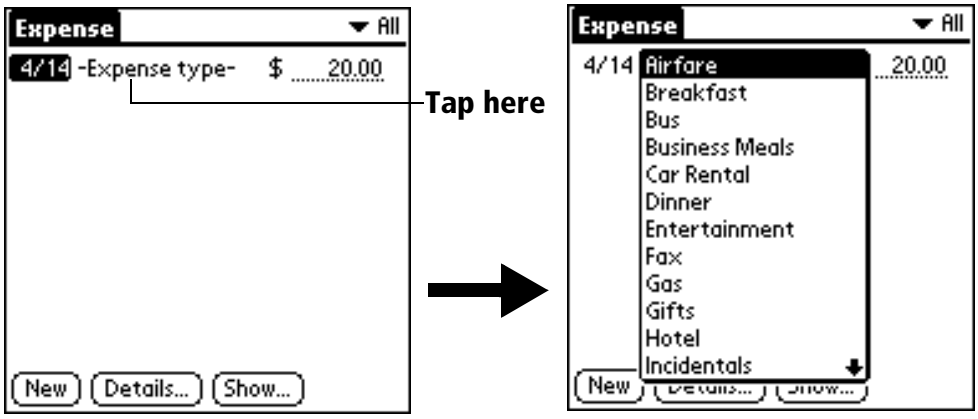
To create an Expense item:

1. Tap the Applications icon .
2. Tap Expense.
3. Tap New.



Tip: You can also create a new Expense item by writing on the number side of the Graffiti writing area while in the Expense List screen. The first number you write begins your new Expense item.

4. Enter the amount of the expense.
5. Tap the Expense type pick list and select a type from the list.



Note: As soon as you select an expense type, your handheld computer saves your entry. If you do not select an expense type, it does not save the entry.

Downloaded from www.Manualslib.com manuals search engine

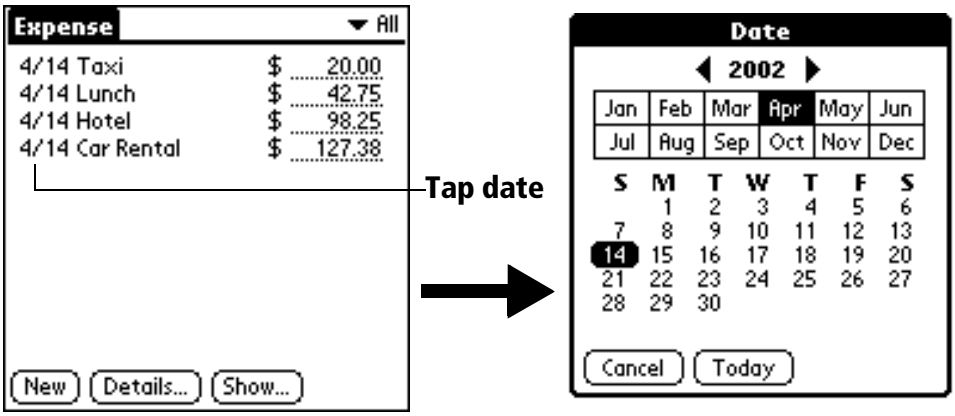
Tip: A quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense List, write the first letter(s) of the expense type, and then write the numerical amount of the Expense item. This technique takes advantage of the automatic fill feature. See "Options menu" later in this chapter for details.

Changing the date of an Expense item

Initially, Expense items appear with the date you enter them. You can use Expense to change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.
2. Tap the date of the selected item.



3. Tap the new date.

Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.
2. Tap Details.

Downloaded from www.Manualslib.com manuals search engine

3. Select any of the following options:

Category	See “Categorizing records” earlier in this chapter.
Type	Opens a pick list of expense types.
Payment	Lets you choose the payment method used to pay the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See “Transferring your data to Microsoft Excel” later in this chapter for more information.
Currency	Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog (see See “Options menu” later in this chapter). You can also display up to four other common types of currency. See “Customizing the Currency pick list” later in this chapter for more information.
Vendor and City	Lets you record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City).
Attendees	See “Looking up names to add to expense records” earlier in this chapter.

4. Tap OK.

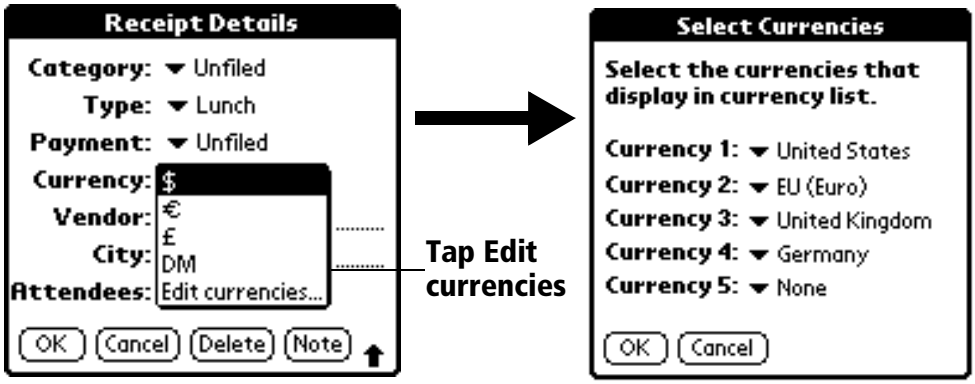
Customizing the Currency pick list

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

1. Tap the Currency pick list in the Receipt Details dialog box, and then select Edit currencies.

Downloaded from www.Manualslib.com manuals search engine



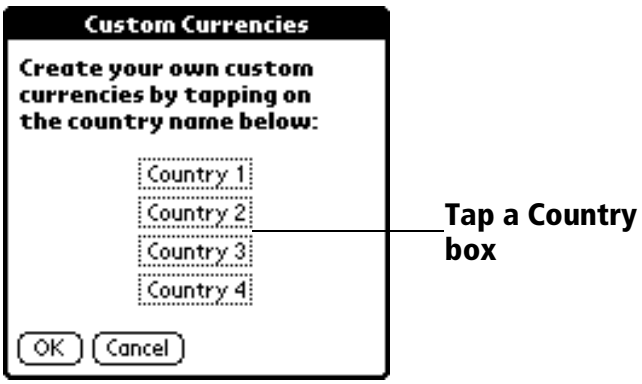
2. Tap each Currency pick list and select the country whose currency you want to display on that line.
3. Tap OK to close the Select Currencies dialog box.
4. Tap OK.

Defining a custom currency symbol

If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol.

To define a custom currency symbol:

1. Tap the Menu icon .
2. Tap Options, and then tap Custom Currencies.
3. Tap one of the four Country boxes.



4. Enter the name of the country and the symbol that you want to appear in Expense.

Downloaded from www.Manualslib.com manuals search engine

5. Tap OK to close the Currency Properties dialog box.
6. Tap OK.

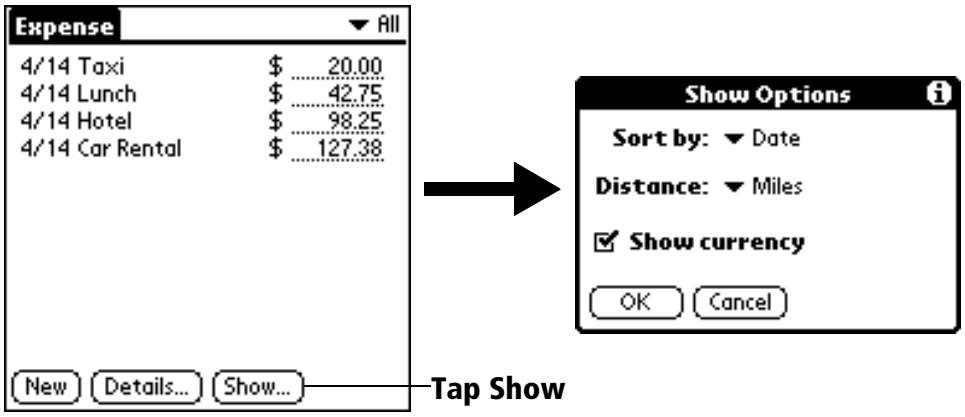
Note: If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

Show Options

Show Options define the sort order and other settings that relate to your Expense items.

To open the Show Options dialog box:

1. In the Expense List, tap Show.
2. Select any of the options.



Sort by	Enables you to sort expense items by date or type.
Distance	Enables you to display Mileage entries in miles or kilometers.
Show currency	Shows or hides the currency symbol in the Expense List.

3. Tap OK.

Transferring your data to Microsoft Excel

After you enter your expenses into the Expense application on your handheld computer, Palm Desktop software enables you to view and print the data with your personal computer.

Downloaded from www.Manualslib.com manuals search engine

Note: You need Microsoft Excel version 5.0 (or later) to view and print your Expense data using one of the provided templates. Microsoft Excel is *not* included with the TRGpro handheld computer package. The procedures in this section also assume that you have installed Palm Desktop software. See "Connecting the cradle" in Chapter 1 for more information.

Creating or printing an expense report

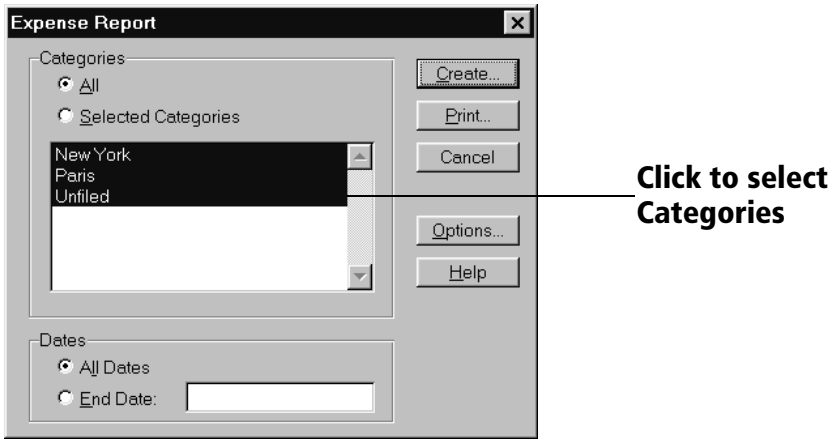
Palm Desktop software makes it quick and easy to view and print your Expense data in a Microsoft Excel spreadsheet.

To create or print an expense report:

1. Perform a HotSync operation to transfer your latest Expense data to your personal computer.
2. Click Expense in Palm Desktop software to open Microsoft Excel and the Expense Report configuration dialog box.

   Note: If you launch Expense from the Start menu instead of Palm Desktop software, you must first choose your handheld computer user name.

3. Click the expense category that you want.



   Tip: You can press Ctrl+click to select multiple categories. To print the expenses associated with all of your Expense categories, select All in the Categories group.

4. If you want to define an end date for the expense report, enter the date in the End Date box.

   Note: If you do not specify an end date, all expense entries for the selected categories appear — up to the date of the last HotSync operation.

Downloaded from www.Manualslib.com manuals search engine

5. Do one of the following:

   Click Print to display the expense report in the Print Preview window, and then click Print in the Microsoft Excel window to print your expense report.

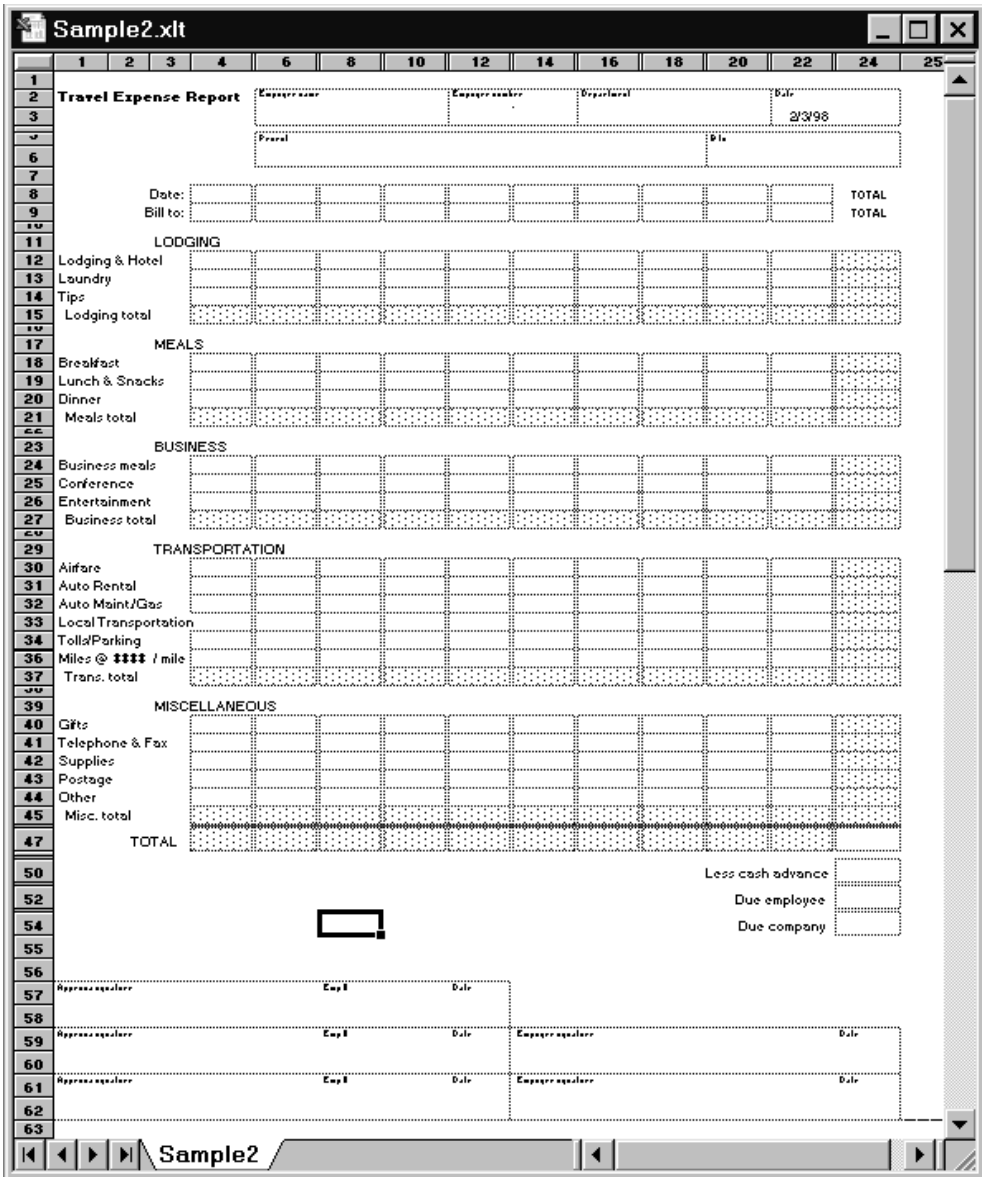
   Click Create to display a Microsoft Excel spreadsheet containing your expense data. Your data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes, and save and print the file in the normal manner.

Using expense report templates

Palm Desktop software includes several expense report templates. When you use one of these templates, you can edit your expense data in Microsoft Excel.

The templates have the extension .xlt and are stored in the template folder in the Palm Desktop software directory on your personal computer. To see what a template looks like before you use it, open the template in Microsoft Excel. For example, the template Sample2.xlt looks like this:

Downloaded from www.Manualslib.com manuals search engine

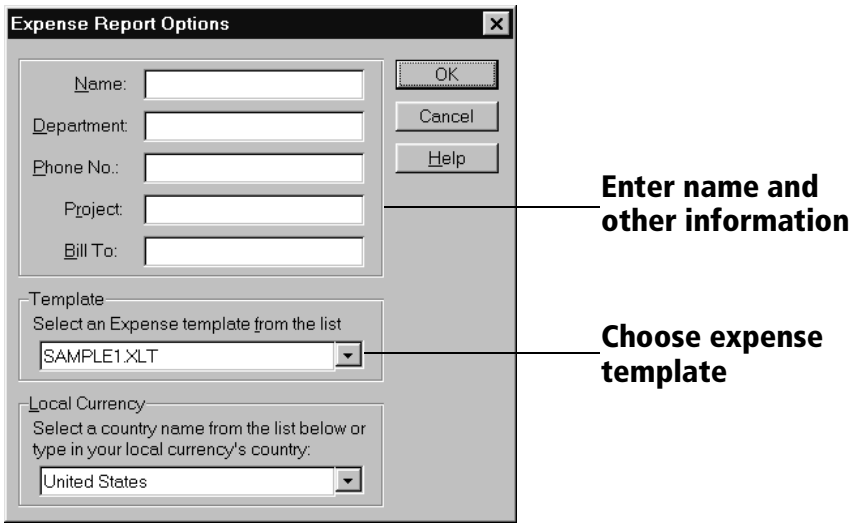


If you want to streamline or customize your expense reports, you can change these templates. For example, you can add your company name to a template. See Appendix C for information on changing templates.

Downloaded from www.Manualslib.com manuals search engine

To view your expense data using a Microsoft Excel template:

1. Display your expense data in a Microsoft Excel spreadsheet as described in the previous procedure.
2. Click Options.



3. Enter name, department, and other information as necessary for your expense report.
4. Click the Templates menu; then select an expense template.

   Note: If you want to create your own custom expense template and have it appear in the Templates menu, see Appendix C for more information.

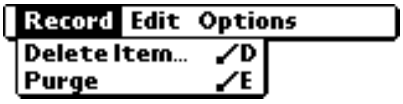
5. Click OK.

Expense menus

Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

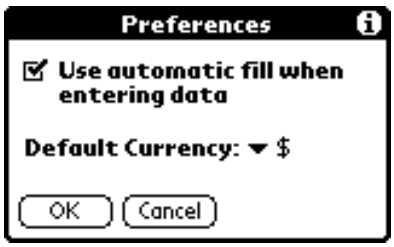
Record menu



Downloaded from www.Manualslib.com manuals search engine

Options menu

Preferences



- **Use automatic fill.** Lets you select an expense type by writing the first letter of an expense type in the Graffiti writing area. For example, if you write the letter "T," it enters the "Taxi" expense type. Writing "T" and then "E" enters "Telephone" which is the first expense type beginning with the letters "TE."
- **Default currency.** Sets the default currency symbol for Expense.

About Expense

Shows version information for Expense.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Chapter 5

Communicating Using Your Handheld Computer

The previous chapter described the features of your handheld computer that help you stay organized. This chapter describes the features that help you stay connected.

- **Managing desktop e-mail**: Using your handheld computer, you can read, reply to, compose, and delete e-mail from your desktop e-mail application while you're away from your desk.
- **IR beaming**: The infrared port located at the top of your handheld computer lets you send data from your handheld computer — including entire applications — to any other Palm Computing® device that's close by and also equipped with an IR port.

Managing desktop e-mail away from your desk

Mail lets you manage the e-mail that you send and receive through the e-mail application on your personal computer. You can read, reply to, compose, and delete e-mail on your handheld computer. To send or receive e-mail, you must perform a HotSync® operation either locally, using the cradle, or remotely, using a modem.

The key to Mail is that it truly synchronizes the mail in the Inbox of your desktop e-mail application with the mail on your handheld computer. For example, if you delete e-mail items from Mail, your next HotSync operation also deletes the e-mail items from your desktop e-mail application, so you never have to delete e-mail items twice. Similarly, if you read an e-mail item on your handheld computer and leave it in your Inbox, your next HotSync operation marks it as read in your desktop e-mail application.

Downloaded from www.Manualslib.com manuals search engine

In Mail, you can do the following:

- View, delete, file, and reply to incoming mail.
- Create outgoing e-mail items and drafts of e-mail items.
- Create simple or complex filters, which allow you to decide the type of e-mail that your handheld computer retrieves from your desktop e-mail application.
- Use your handheld computer in its cradle to send and retrieve e-mail items from your desktop e-mail application.

Setting up Mail on the desktop

Before you use Mail for the first time, make sure your desktop e-mail application is up and running. You must also set up Palm™ Desktop software for use with your desktop e-mail application.

Your handheld computer supports a number of desktop E-Mail applications, such as Microsoft Exchange (version 4.0 or higher), Eudora (version 3.0.3 or higher), and Lotus cc:Mail (versions 2.5, 6.0, and 7.0). You can see the full list of the supported applications when you set up Mail.

If your desktop e-mail application does not appear on the list, you may still be able to manage your desktop e-mail application from your handheld computer by means of special connection software, called a conduit, that lets you synchronize your desktop E-Mail application and your handheld computer. Contact the vendor of your E-Mail application for more information.

Note: The following instructions assume that you have already installed Palm Desktop software on your personal computer and that you did not set up Mail during the installation. If you have not yet installed the Palm Desktop software, the installation procedure prompts you to set up Mail as part of the Palm Desktop software installation.

To set up Mail:

1. Click Start in the Windows taskbar.
2. Highlight Programs, highlight Palm Desktop software, and then click Mail Setup to begin setup.
3. Follow the instructions onscreen to set up your handheld computer for use with your desktop E-Mail application.

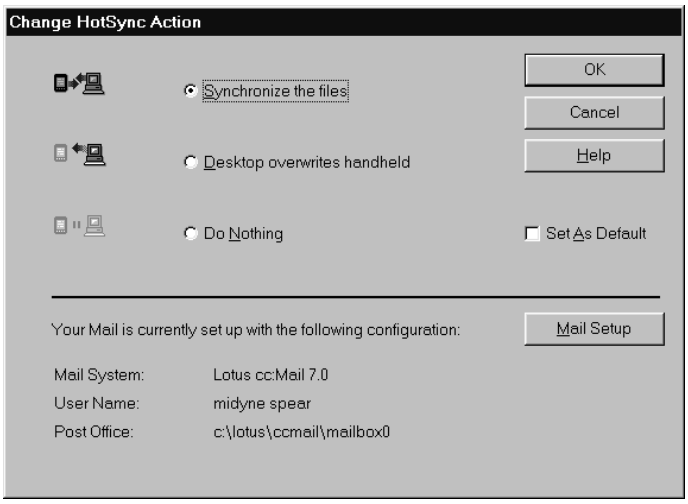
Downloaded from www.Manualslib.com manuals search engine

To select HotSync options:

1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).
2. Choose Custom.

   Tip: You can also choose Custom from the HotSync menu in Palm Desktop software.

3. Select Mail in the list box.
4. Click Change.



5. Click one of the following settings:

Synchronize the files	Synchronizes the mail on your handheld computer and your desktop E-Mail application.
Desktop overwrites handheld	Replaces the mail on your handheld computer with the mail in your desktop E-Mail application. You should use this option only if, for some reason, the two inboxes get out of sync. This setting applies for only one HotSync operation and then reverts back to the default setting.
Do Nothing	Turns off communication between your handheld computer and desktop E-Mail application. This setting applies for only one HotSync operation and then reverts back to the default setting.

Downloaded from www.Manualslib.com manuals search engine

Set As Default	Changes the default setting on an ongoing basis. (When you first set up Mail, Synchronize the files is the default setting.)

Tip: To turn off Mail, select Do Nothing and then select the Set As Default check box.

To change your Mail setup options:

1. Click the HotSync icon in the Windows system tray.
2. Choose Custom.

   Tip: You can also choose Custom from the HotSync menu in Palm Desktop software.
3. Select Mail in the list box.
4. Click Change.
5. Modify your settings as needed.
6. Click OK.

Synchronizing Mail with your e-mail application

After you enable and configure Mail, you need to perform a HotSync operation to synchronize Mail with your desktop e-mail application. For a complete explanation of HotSync technology, see Chapter 6.

Opening the Mail application on your handheld computer

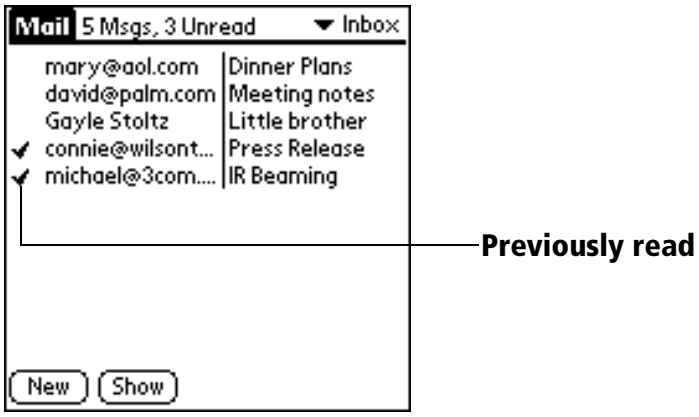
To open Mail:

1. Tap the Applications icon .
2. Tap the Mail icon .

Viewing e-mail items

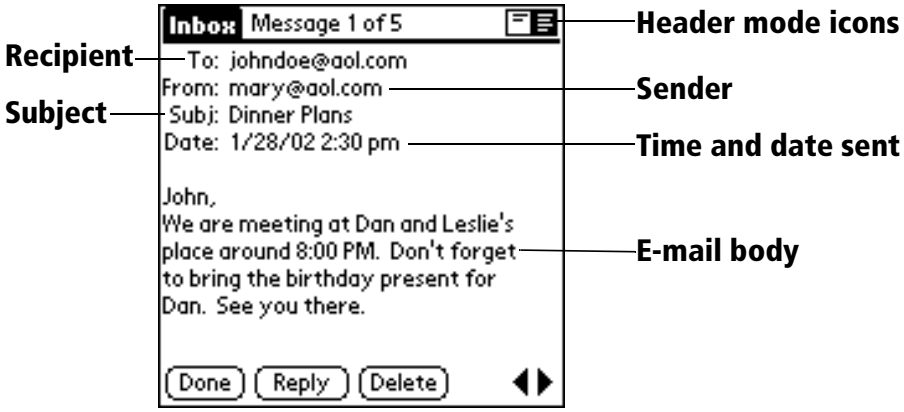
The Message List displays a list of your incoming e-mail items, who sent them, and the date they were received. E-mail items you've read have a check next to them. High-priority e-mail items appear in bold.

Downloaded from www.Manualslib.com manuals search engine



To open an e-mail item:

- Tap an e-mail item to open it.



To close an e-mail item:

- Tap Done to close the e-mail item.

Displaying full header information

By default, Mail displays abbreviated header information, which comprises only the From: and Subj: fields. The full header provides complete information about the sender, receiver, and copied recipients, in addition to the subject and date the e-mail item was created. Mail uses the header type you select for all your e-mail items.

To display full header information:

1. Open an e-mail item.
2. Tap the Complete Header icon.

Tip: To redisplay the abbreviated header, tap the Abbreviated Header icon.

Downloaded from www.Manualslib.com manuals search engine

Creating e-mail items

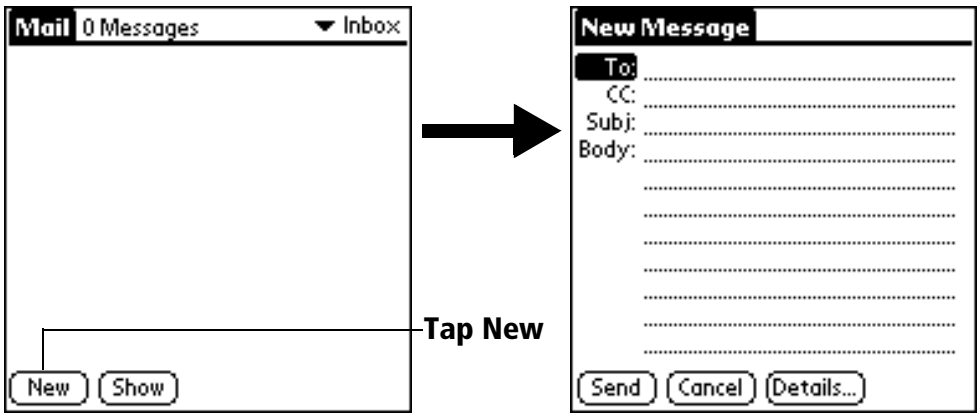
You create e-mail items with your handheld computer the same way you create e-mail with your desktop e-mail application: you identify the recipient(s) of the e-mail item, define a subject, and create the body of the e-mail item.

You create original e-mail items and replies in the New Message screen. All e-mail items must, at the very least, contain information in the To: and Subj: fields.

Downloaded from www.Manualslib.com manuals search engine

To create an e-mail item:

1. Tap New.



Tip: You can also create an e-mail item by tapping New from the Message menu.

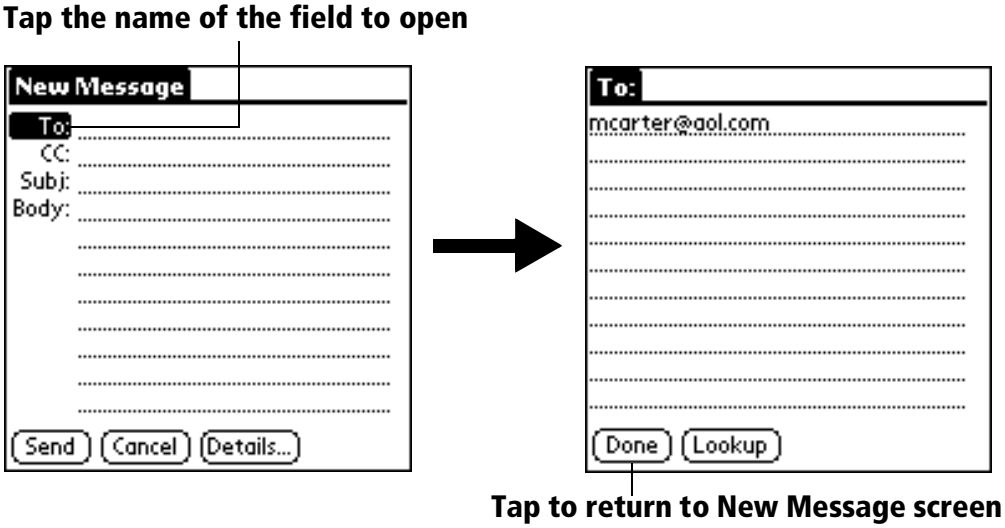
2. Enter the e-mail address of the recipient.

Note: Enter the address as if you were entering it from your desktop e-mail application. For example, network users sending an e-mail item to a user on the same network do not need to add Internet information, such as @mycorp.com.

3. To send a copy of this e-mail item to additional recipients, tap the CC: field, and then enter the e-mail addresses of the additional recipients, separating the addresses with a comma followed by a space.
4. Tap the Subj: field and enter a subject for your e-mail item.
5. Tap the Body: field and enter the text of your e-mail item.

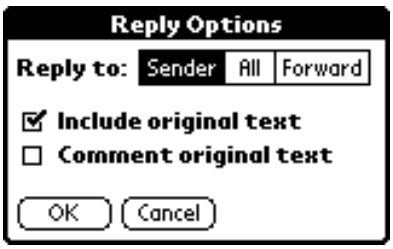
Downloaded from www.Manualslib.com manuals search engine

Tip: If the address, CC, subject, or body exceeds the capacity of the screen display, tap the name of the field (for example, tap "To:") to expand that field. Tap the Done button to return to the New Message screen.



To reply to an e-mail item:

1. Tap an e-mail item in the Message List to display it onscreen.
2. Tap Reply.
3. Select whom you want to receive the reply: Sender only, All recipients, or someone who didn't see the original e-mail item (Forward).



4. Select whether you want to include original text or comment original text.
5. Tap OK.
6. Enter the text of your reply.

   Tip: You have several options including setting the priority. See "Adding details to e-mail items" later in this chapter.

7. Tap Send to place your reply in the Outbox.

Downloaded from www.Manualslib.com manuals search engine

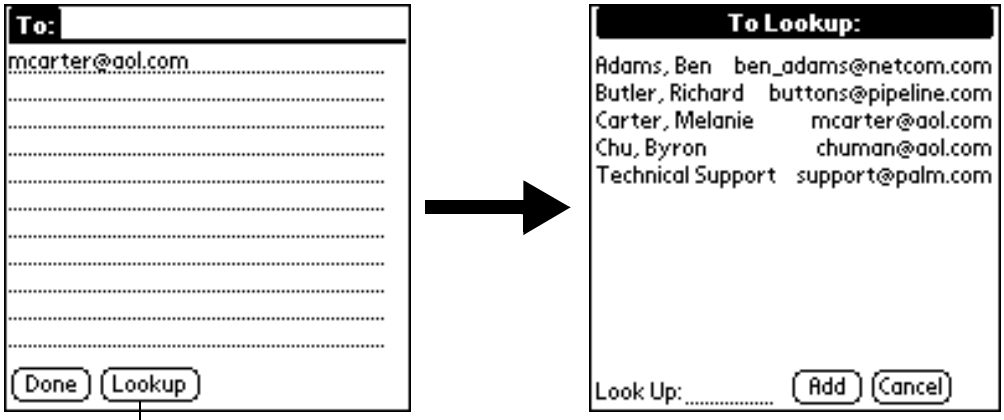
Looking up an address

To identify the recipient of an e-mail item, you need to enter that person's e-mail address. You can do this either by entering the data directly into the field or by using the Look Up command to access the information in your Address Book.

To look up an e-mail address:

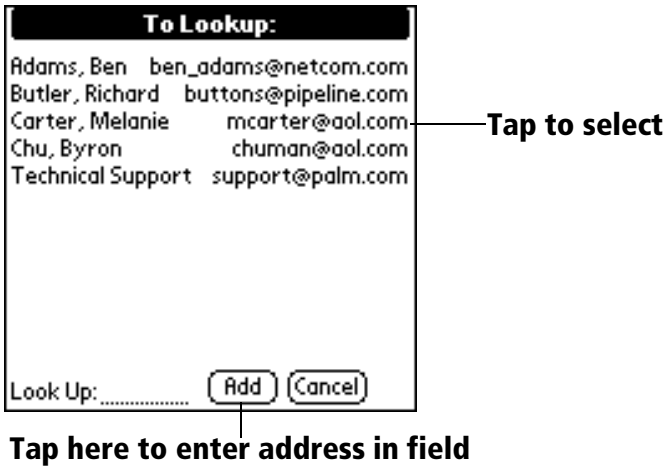
1. Tap either the To: or CC: field name to expand it.
2. Enter the first few letters of the last name of the person whose address you want to find.
3. Tap Lookup.
4. If the letters you enter identify a unique listing from your Address Book, your handheld computer completes the address for you. If not, the Lookup dialog box appears and lists all records that contain information in an E-mail field.

   Tip: You can also open the Look Up dialog box in the New Message screen by tapping Lookup from the Options menu or by using the Graffiti® Command stroke /L.



5. Enter the first letter of the entry you want to find to scroll to the first entry that begins with that letter. If you write an additional letter, the list scrolls to the first entry that starts with those two letters. For example, writing an "s" scrolls to "Sanders," and writing "sm" scrolls to "Smith."
6. Tap an address to select it.
7. Tap Add.

Downloaded from www.Manualslib.com manuals search engine



Adding details to e-mail items

Before you send your e-mail item, you can attach additional attributes to it, such as a signature or a priority level. These features are dependent on the desktop e-mail application you use. If your application does not support the attribute you select, your handheld computer cannot attach that attribute to the e-mail item.

The following details are available:

Priority	Flags an e-mail item as High, Normal, or Low priority.
BCC	Creates a blind carbon copy field in the New Message screen.
Signature	Attaches previously defined text as the closing of an e-mail item. See "Adding a signature to your e-mail item" later in this chapter.
Confirm Read	Requests a confirmation telling you when the e-mail item was read.
Confirm Delivery	Requests a confirmation telling you when the e-mail item was delivered.

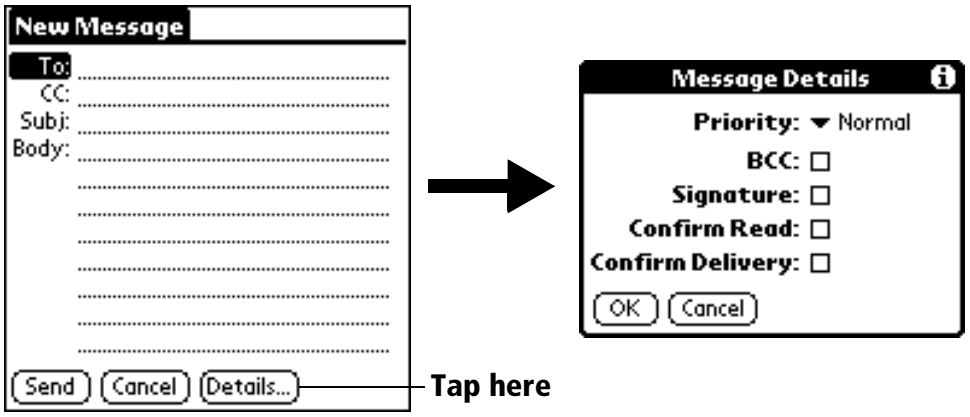
Note: The Priority and BCC settings are valid only for the current e-mail item and must be set for each item you create.

Downloaded from www.Manualslib.com manuals search engine

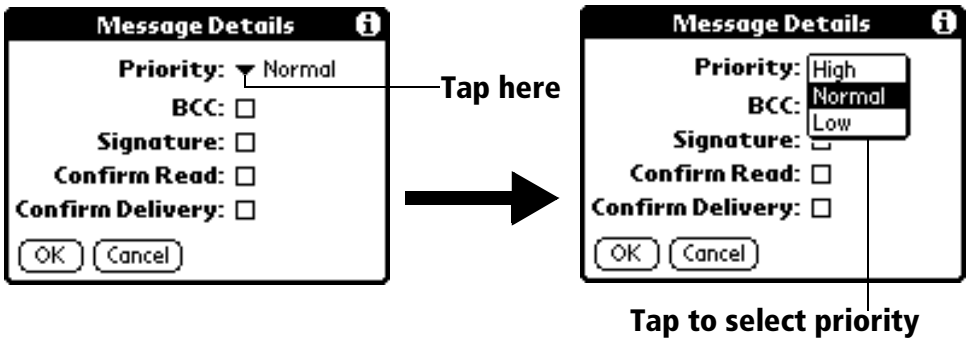
Setting a priority

To set a priority for your e-mail item:

1. In the New Message screen, tap Details.



2. Tap the Priority pick list and select the priority you want.



3. Tap OK.

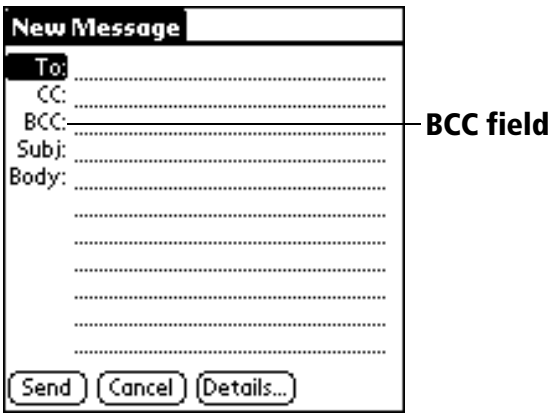
Tip: Your handheld computer can flag e-mail items with a specific priority only if your desktop E-Mail application supports this feature.

Sending a blind carbon copy

To add a BCC field to your e-mail item:

1. In the New Message screen, tap Details.
2. Tap the BCC check box to select it.
3. Tap OK.

Downloaded from www.Manualslib.com manuals search engine



4. Tap the BCC: field and enter an address.

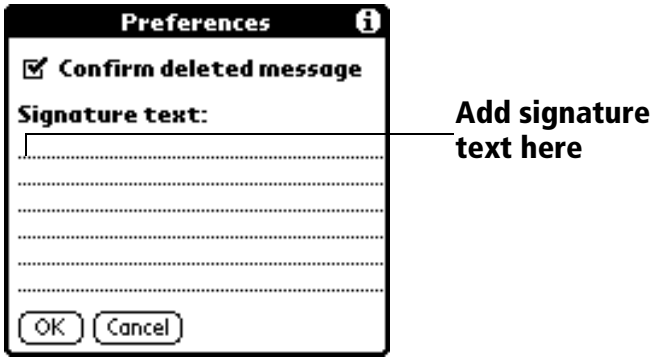
Adding a signature to your e-mail item

A signature consists of information about yourself that is appended to your e-mail item as its closing. For example, a signature can contain your name, address, phone and fax numbers, and any other text you want to include. By defining such information as a signature, you save yourself the trouble of having to enter it every time you create an e-mail item.

Adding a signature to your message is a two-part process. First, you create your signature. Then you select the Signature option.

To create a signature:

1. Tap the Menu icon .
2. Tap Options, and then tap Preferences.
3. Tap the Signature text field and enter the text of your signature.



4. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

To add a signature to your e-mail item:

1. In the New Message screen, tap Details.
2. Tap the Signature check box to select it and add your signature to the e-mail item.

   Note: The check box stays selected, so all subsequent e-mail items you create will also contain your signature until you deselect the Signature option.

3. Tap OK.

Note: The signature does not display in your e-mail item; only your recipient sees the signature.

Requesting confirmations

To receive a confirmation when your e-mail item is read:

1. In the New Message screen, tap Details.
2. Tap the Confirm Read check box to select it.
3. Tap OK.

To receive a confirmation when your e-mail item is delivered:

1. In the New Message screen, tap Details.
2. Select the Confirm Delivery check box to select it.
3. Tap OK.

Storing e-mail to be sent later

When you send e-mail from your handheld computer, it actually stores the e-mail in the Outbox folder until the next time you synchronize your handheld computer with your personal computer. During synchronization, all e-mail stored in the Outbox folder is transferred to the Outbox folder in your desktop e-mail application. E-mail created on your handheld computer is sent out the next time you send mail from your desktop e-mail application.

To send e-mail:

- After you create an e-mail item, tap Send.

Editing unsent e-mail

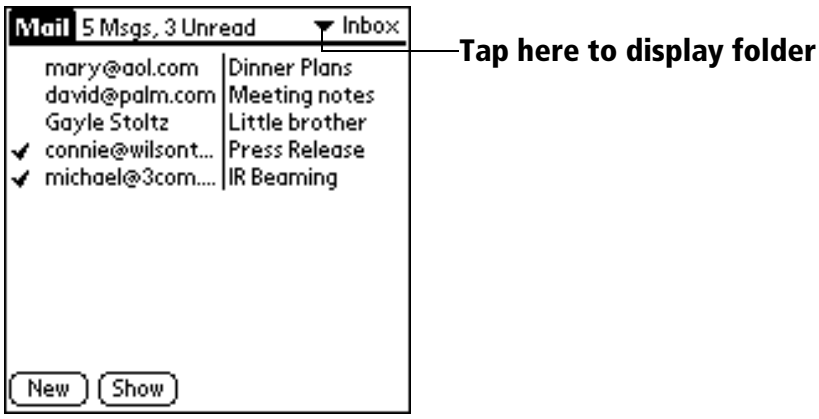
You can make changes to an e-mail that has not yet been sent, as long as you have not yet performed a HotSync operation. When you edit an e-mail item, your handheld computer removes the item from the Outbox folder and takes you back to the New Message screen, where

Downloaded from www.Manualslib.com manuals search engine

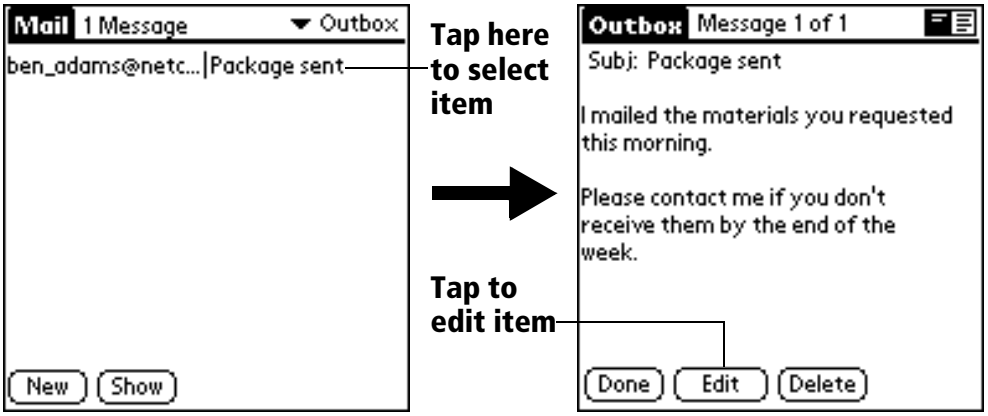
you can edit the item and resend it, save it as a draft, or delete it.

To retrieve an e-mail item:

1. In the Message List, tap Outbox from the pick list in the upper-right corner.



2. Tap the e-mail item you want to retrieve.



3. Tap Edit.

Draft e-mail

Sometimes you may not want to send an e-mail item immediately; for example, you may want to add additional information before sending it. Your handheld computer stores such e-mail items in the Draft folder until you are ready to edit them again.

Note: When you're creating or editing an e-mail item, you can also save the item as a draft by canceling it. When you cancel an item, your handheld computer opens a dialog asking if you want to save the e-mail item. If you tap Yes, your handheld computer saves the item in the Draft folder.

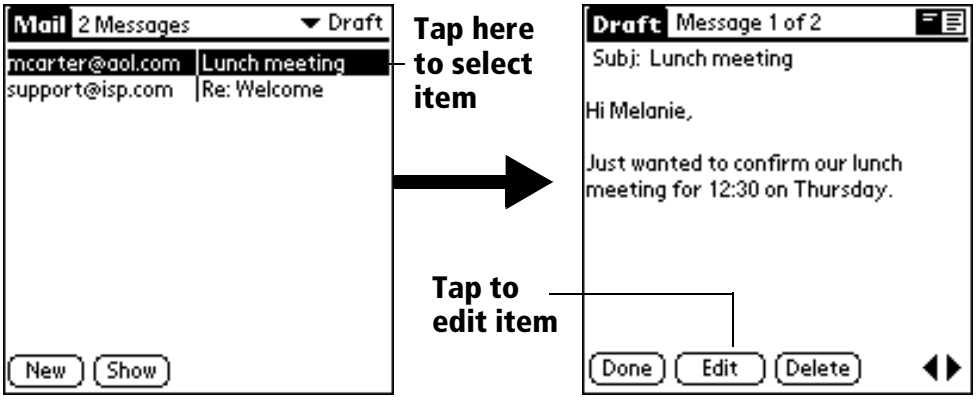
Downloaded from www.Manualslib.com manuals search engine

To save an e-mail item as a draft:

1. Create an e-mail item.
2. Tap the Menu icon .
3. Tap Message, and then tap Save Draft.

To edit an e-mail item saved as a draft:

1. In the Message List, tap Draft from the pick list in the upper-right corner.
2. Tap the draft you want to display.



3. Tap Edit.
4. Enter your changes; then either save the e-mail item again as a draft, or tap Send to move the item to your Outbox folder.

Filing e-mail

Your handheld computer can store e-mail you receive or create in the Filed folder. The contents of this folder do not automatically synchronize with your desktop E-Mail application during a HotSync operation. Your handheld computer, however, stores a backup copy of the Filed folder on your personal computer's hard disk.

To file e-mail:

1. Open an e-mail item.
2. Tap the Menu icon .
3. Tap Message, and then tap File.
4. Tap No to save the e-mail item and move it to the Filed folder, or tap Yes to file the item and keep a copy in the Inbox.

Downloaded from www.Manualslib.com manuals search engine

To remove e-mail from the Filed folder:

1. In the Message List, tap Filed from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Edit to display and modify the item.

Tip: After you display and modify the e-mail item, you can send it, save it as a draft, or return it to the Filed folder.

Deleting e-mail

Your handheld computer stores deleted e-mail in the Deleted folder until you perform the next HotSync operation. If you delete an e-mail item from the handheld computer, it is also deleted from your desktop e-mail application when you perform the next HotSync operation.

To delete e-mail:

1. Open the e-mail item you want to delete.
2. Tap Delete.
3. If you selected the Preferences option to confirm deletion, tap Yes.

Removing e-mail from the Deleted folder

You can reverse the deletion of an e-mail item (by removing it from the Deleted folder) as long as you have not performed a HotSync operation or purged the contents of the Deleted folder.

To remove an e-mail item you received from the Deleted folder:

1. In the Message List, tap Deleted from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Undelete to move the selected item to the Inbox and mark it as read.

To remove an e-mail item you created from the Deleted folder:

1. In the Message List, tap Deleted from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Edit to display and modify the item.

Note: After you display and modify the e-mail item, you can send it or save it as a draft.

Downloaded from www.Manualslib.com manuals search engine

Purging deleted e-mail

Because your handheld computer stores deleted e-mail in the Deleted folder until you perform a HotSync operation, deleted e-mail can monopolize storage space. To avoid or correct this problem, purge the contents of your Deleted folder. E-mail that you purge is still deleted from your desktop e-mail application when you perform the next HotSync operation.

To purge the contents of the Deleted folder:

1. Tap the Menu icon .
2. Tap Message, and then tap Purge Deleted.
3. Tap Yes.

Note: You cannot restore e-mail items after you purge them.

Message List options

Message List options enable you to manage the way the Message List displays information.

Folders

Your handheld computer provides folders for categorizing your mail. The Message List displays the e-mail items in the folder you select.

To select a folder:

1. Tap the pick list in the upper-right corner to open the list of folders:

Inbox	Contains the e-mail from your desktop E-Mail application Inbox, minus any that you have excluded using filtering options. See "Creating special filters" later in this chapter.
Outbox	Contains the e-mail you created and sent on the handheld computer since the last HotSync operation.
Deleted	Contains the e-mail you deleted since the last HotSync operation.
Filed	Contains the e-mail you want to store on the handheld computer.
Draft	Contains the e-mail you created using the handheld computer but are not yet ready to send.

Downloaded from www.Manualslib.com manuals search engine

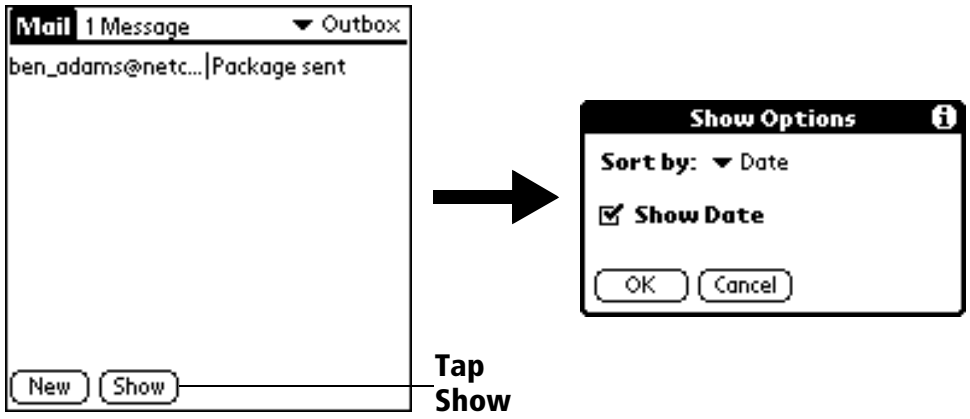
2. Select the folder you want to display in the Message List screen.

Date column

The Date column is optional in the Message List. By default, the Date column is hidden to increase the available screen space.

To show the Date column:

1. In the Message List, tap Show.



2. Tap the Show Date check box to select it.
3. Tap OK.

Sorting the Message List

You can sort e-mail items by the date sent, by sender, or by subject.

Note: High-priority e-mail items always appear first, no matter how you sort the list.

To sort the Message List:

1. In the Message List, tap Show.
2. Tap the Sort by pick list and select one of the following options:

Date	Sorts e-mail by date and displays the most recent e-mail item at the top of the screen.
Sender	Sorts e-mail by the sender's user name and displays items in ascending alphabetical order, based on the first word of the From: field.
Subject	Sorts e-mail by the subject and displays items in ascending alphabetical order, based on the first word of the Subj: field.

Downloaded from www.Manualslib.com manuals search engine

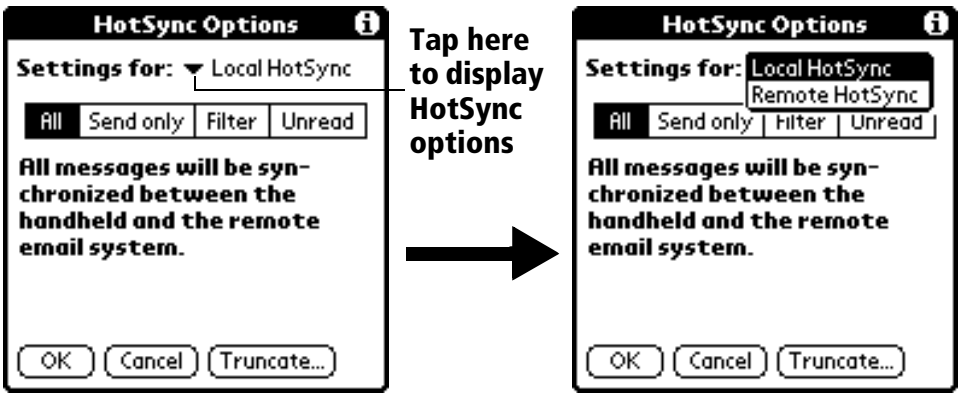
3. Tap OK.

HotSync options

HotSync options enable you to manage your e-mail more effectively by selecting which e-mail items download when you synchronize your personal computer and your handheld computer. You can define different settings for local and remote synchronization. For example, you may want to download all of your e-mail during local synchronization and only urgent e-mail during remote synchronization. Once defined, your handheld computer determines if synchronization is occurring locally or remotely and uses the appropriate settings for the HotSync operation.

To open the HotSync Options dialog box:

1. Tap the Menu icon .
2. Tap Options, and then tap HotSync Options.
3. Tap the Settings for pick list and select Local HotSync or Remote HotSync.



Note: For more information about Local and Remote HotSync operations, see Chapter 6.

4. Tap the filtering option you want to apply:

All During synchronization, all e-mail items in your desktop e-mail Inbox synchronize with your handheld computer, and all e-mail items in your handheld computer Outbox are sent to your desktop e-mail application.

Downloaded from www.Manualslib.com manuals search engine

Send Only During synchronization, only the e-mail items in your handheld computer Outbox are sent to your desktop e-mail application; from there, they are sent to their destinations.

Filter During synchronization, all e-mail items in your handheld computer Outbox are sent to your desktop e-mail application, and items in your desktop e-mail Inbox that meet specific criteria download to your handheld computer. When you select the Filter setting, the HotSync Options dialog box opens and displays additional filter settings. See "Creating special filters" later in this chapter.

Unread During synchronization, only unread e-mail items download to your handheld computer from your desktop e-mail Inbox, and all items in your handheld computer Outbox are sent to your desktop e-mail application.

Note: The All setting does not mean that all information included in each e-mail item downloads to your handheld computer. Truncation settings (explained in a following section) for long e-mail items still apply. Also, Mail never downloads any attachments to your handheld computer. The e-mail item and any text information appear, but the attachment is left in your desktop e-mail application.

5. If you selected All, Send only, or Unread, tap OK. If you selected Filter, continue to the next section.

Creating special filters

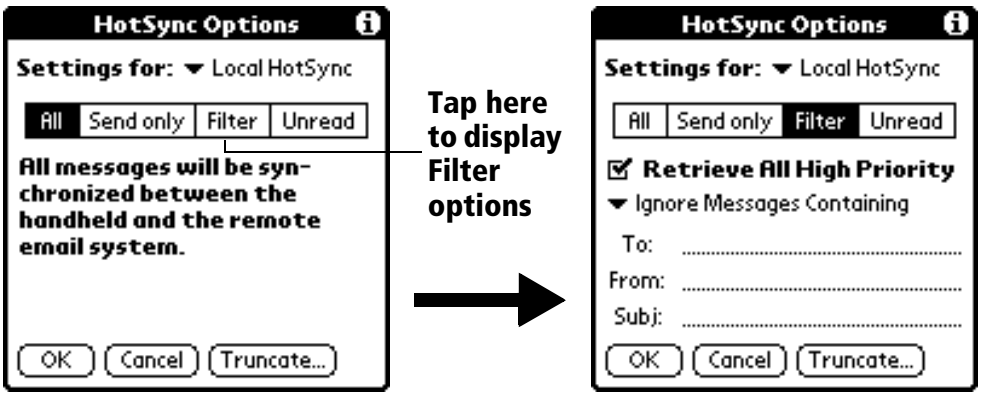
You can create special filters to control the type of e-mail items that download to your handheld computer during synchronization. Special filters work on the premise of ignoring or retrieving items that contain specific information in their header fields.

To create a special filter, you must decide whether you want to ignore or retrieve certain e-mail items. Then, based on that decision, you must tell your handheld computer what it needs to look for in the To:, From:, and Subj: fields to single out those e-mail items.

Downloaded from www.Manualslib.com manuals search engine

To access the special filter settings:

- Tap the Filter box in the HotSync Options dialog box.

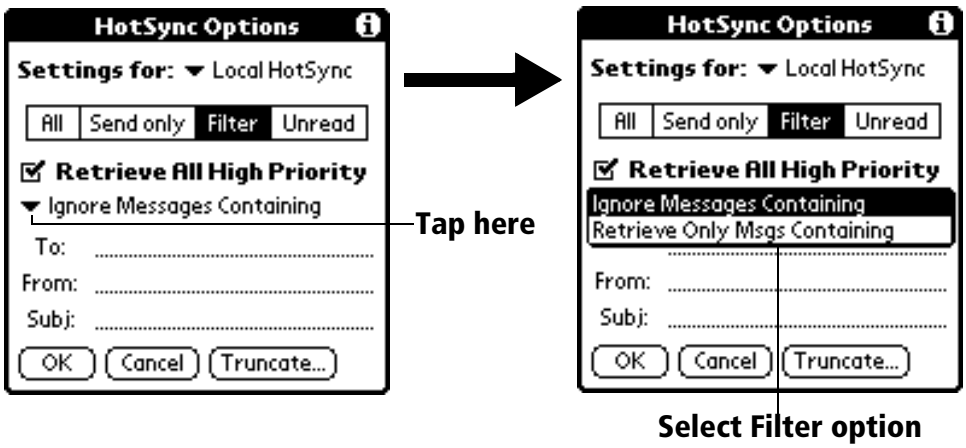


Ignoring or receiving e-mail

The first step in establishing a special filter is to determine whether you want to ignore or retrieve e-mail that matches the information you specify.

To define whether to ignore or receive e-mail:

- Tap the pick list in the center of the HotSync Options dialog box and select one of the following settings:



Ignore Messages Containing Tells your handheld computer to *exclude* the e-mail items that meet the criteria you define and download *all other e-mail items* during synchronization. In general, this filter downloads more e-mail during synchronization because it blocks only one defined subset of e-mail.

Downloaded from www.Manualslib.com manuals search engine

Retrieve Only Msgs Containing	Tells your handheld computer to *include* only the e-mail items that meet the criteria you define and to ignore all other e-mail items during synchronization. This filter has the potential to block more e-mail during synchronization because it downloads only one subset of e-mail.

Defining filter strings

E-mail items are filtered based on the information contained in their To:, From:, and Subj: fields. The information that defines what your handheld computer is looking for is called a *filter string*. You create a filter string by listing the words you want your handheld computer to find and separating them with either a comma or a space. Each word in the filter string is joined by an implicit OR, so you do not need to enter logical connectors like AND or OR.

To create a more complex filter, you can define filter strings for the To:, From:, and Subj: fields simultaneously. Your handheld computer joins the filter strings for these fields using an implicit AND; once again, you do not need to add the logical connector. Your handheld computer does that for you.

For example, suppose you want to receive only e-mail items from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

In the To: field: jsmith@aol.com, jjones@aol.com

In the Subj: field: Apollo Project

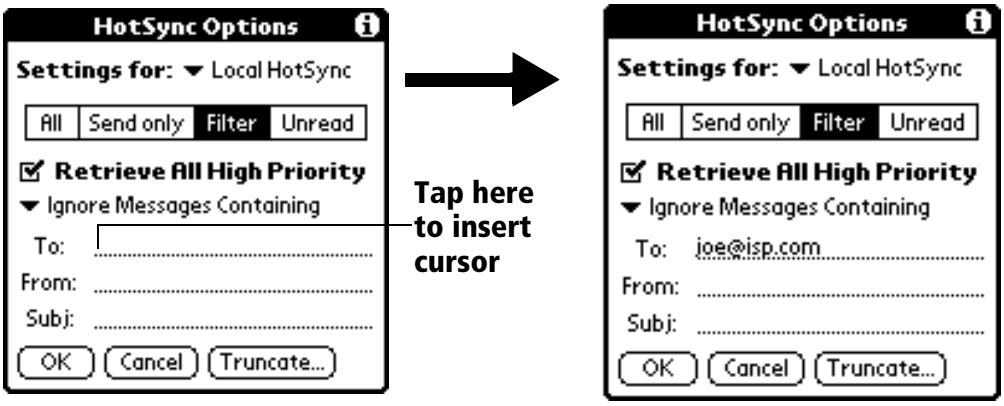
Your handheld computer interprets this as, "Accept e-mail items about the Apollo Project from John Smith or Jack Jones. Do not accept e-mail items from other people. Do not accept e-mail items from John or Jack about any other subject."

When you define a string, note that your handheld computer searches for any instance of that *sequence* of characters. For example, if you create a filter that retrieves only e-mail items containing the string "info," your handheld computer considers "**info**," "ra**info**rest" and "k**info**lk" appropriate matches.

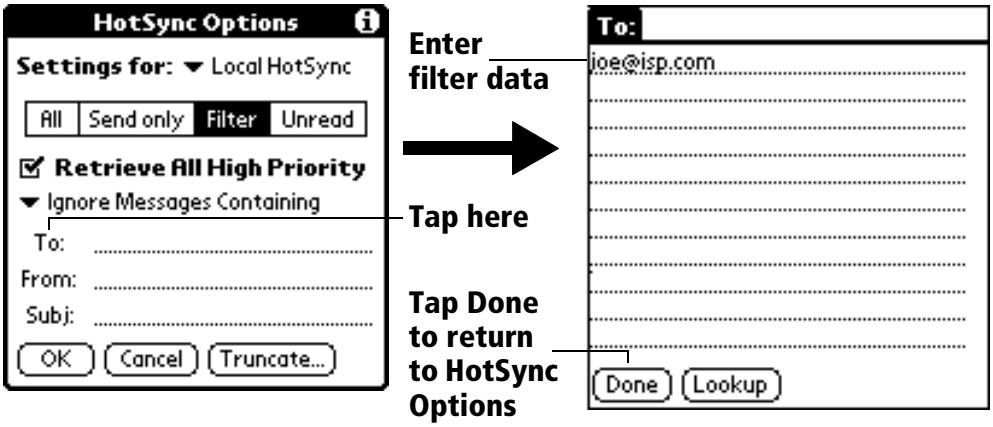
Downloaded from www.Manualslib.com manuals search engine

To define a filter string:

1. Tap a header field in the HotSync Options dialog box.



2. Enter your filter string, using commas or spaces to separate the words. Do not add connectors, such as AND or OR, between words in a string.
3. If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field. For more information about header field Notes screens, see "Creating e-mail items" earlier in this chapter.



4. Tap Done to return to the HotSync Options dialog box.
5. Tap OK.

High-priority e-mail

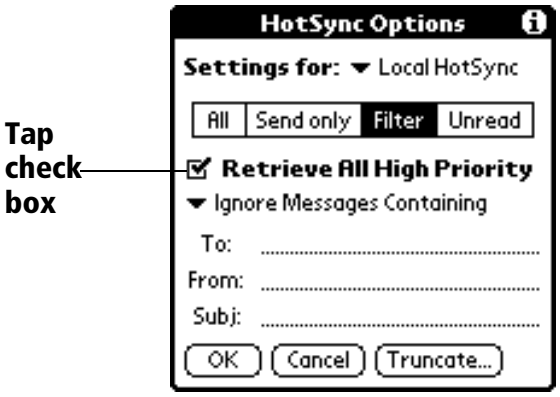
The Retrieve All High Priority setting lets you retrieve e-mail items marked high-priority, even if those items would have been blocked by a defined filter.

To retrieve high-priority e-mail items:

1. Tap the Filter box in the HotSync Options dialog box.

Downloaded from www.Manualslib.com manuals search engine

2. Tap the Retrieve All High Priority check box to select it.



3. Tap OK.

Note: This setting is applicable only if your e-mail application has the capacity to flag high-priority e-mail items.

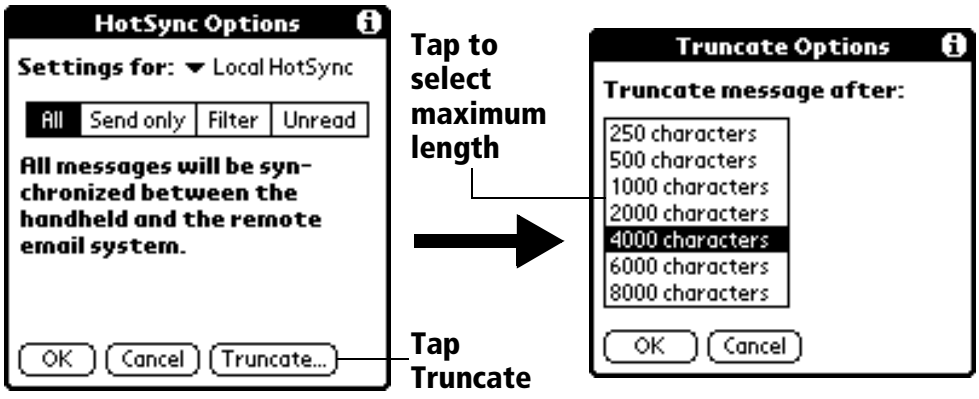
Truncating e-mail items

The Truncate feature lets you set a point at which long e-mail items truncate when downloading to your handheld computer. By default, this Truncate value is 4,000 characters. By truncating long messages, you reduce the time it takes to synchronize your desktop E-Mail and Mail, as well as the amount of storage space e-mail uses on your handheld computer.

Note: Truncation is separate and independent from filtering.

To truncate e-mail items:

1. Tap Truncate in the HotSync Options dialog box.



2. Tap to select the truncation setting you want.

Tip: If you select the maximum setting, messages can be 8,000 characters; longer messages are truncated. If you select a lower value, you'll have more room for e-mail items.

Downloaded from www.Manualslib.com manuals search engine

3. Tap OK.

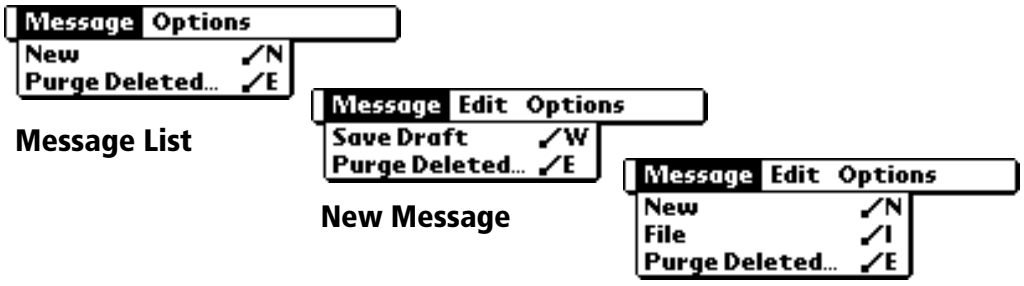
Mail menus

Mail menus are shown here for your reference, and Mail features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

Message menus

The Message menu varies depending on whether you are viewing an e-mail item, creating an e-mail item, or viewing the Message List.



Options menus

The Options menu varies depending on whether you are creating or editing an e-mail item.

About Mail Shows version information for Mail.

Downloaded from www.Manualslib.com manuals search engine

Beaming information

Your handheld computer is equipped with an IR (infrared) port that you can use to beam information to another Palm Computing platform device that's close by and also has an IR port. The IR port is located at the top of the handheld computer.

You can beam the following information between Palm Computing platform devices:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad
- All records of the category currently displayed in Address Book, To Do List, or Memo Pad
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts
- An application installed in RAM memory

To select a business card:

1. Create an Address Book record that contains the information you want on your business card.
2. Tap the Menu icon .
3. Tap Record, and then tap Select Business Card.
4. Tap Yes.

To beam a record, business card, or category of records:

1. Locate the record, business card, or category you want to beam.
2. Tap the Menu icon .
3. Tap Record, and then tap one of the following:

   The Beam command for an individual record

   In Address Book only: Beam Business Card

   Beam Category

4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld computer.

Tip: For best results, handheld computers should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm Computing platform devices may be different.

Downloaded from www.Manualslib.com manuals search engine

5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld computer.

To beam an application:

1. Open the Applications Launcher.
2. Tap the Menu icon .
3. Tap App, and then tap Beam.
4. Tap the application you want to transfer.

   Note: Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.

5. Tap Beam.
6. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld computer.
7. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld computer.

To receive beamed information:

1. Turn on your handheld computer.
2. Point the IR port directly at the IR port of the transmitting handheld computer to open the Beam Status dialog box.
3. Tap Yes.
4. Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap OK to display the new entry.

   Incoming records are placed in the Unfiled category.

Tips on beaming information

- You can press the Address Book application button for about two seconds to beam your business card.
- You can set the full-screen pen stroke to beam the current entry. See "Pen preferences" in Chapter 7 for more information.

Downloaded from www.Manualslib.com manuals search engine

- You can use the Graffiti Command stroke /B to beam the current entry.

Downloaded from www.Manualslib.com manuals search engine

Chapter 6

Advanced HotSync® Operations

HotSync® technology enables you to synchronize data between one or more TRGpro™ handheld computers and Palm™ Desktop software or another PIM such as Microsoft Outlook. To synchronize data, you must connect your handheld computer and Palm Desktop software either directly, by placing your unit in the cradle attached to your personal computer, or indirectly, with a modem or network.

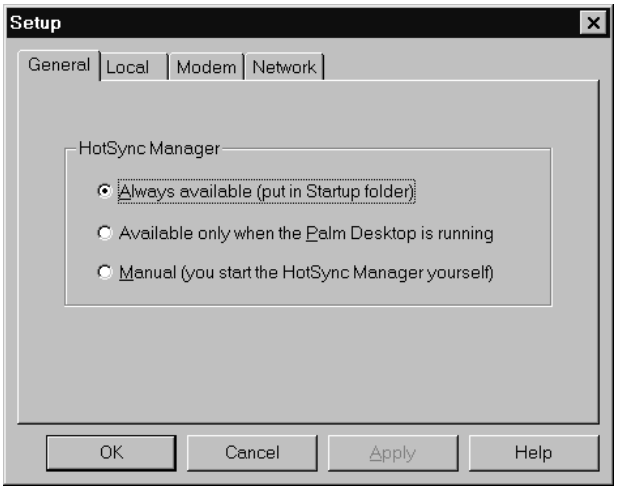
This chapter describes how to select HotSync options and perform a HotSync operation via a modem or network. See "Exchanging and updating data: HotSync operations" in Chapter 4 for information about performing your first and subsequent local HotSync operations.

Selecting HotSync setup options

You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options:

1. Click the HotSync Manager icon in the Windows system tray.
2. Choose Setup.



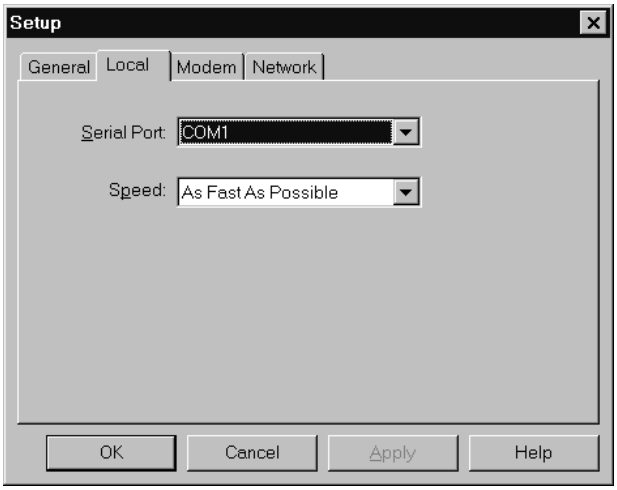
3. Click the General tab and select one of the following options:

Downloaded from www.Manualslib.com manuals search engine

Always available	Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your handheld computer. With this option, the HotSync Manager synchronizes data even when Palm Desktop software is not running.
Available only when Palm Desktop software is running	Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
Manual	Monitors requests only when you select HotSync Manager from the Start menu.

Tip: If you're not sure which option to use, keep the default setting: Always available.

4. Click the Local tab to display the settings for the connection between your personal computer and the handheld computer cradle, and adjust the following options as needed.



Downloaded from www.Manualslib.com manuals search engine

Serial Port Identifies the port that Palm Desktop software uses to communicate with the cradle. This selection should match the number of the port to which you connected the cradle.

Note: Your handheld computer cannot share this port with an internal modem or other device. See "TRGpro components" in Chapter 1 if you have trouble identifying the serial port.

Speed Determines the speed at which data is transferred between your handheld computer and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop software and your handheld computer to find and use the fastest speed.

5. Click the Modem tab to display the modem settings and adjust the options as needed. See "Conducting a HotSync operation via modem" later in this chapter for more information.
6. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. See "Conducting a HotSync operation via a network" later in this chapter for more information.
7. Click OK.

Downloaded from www.Manualslib.com manuals search engine

Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, a HotSync operation synchronizes all files between the handheld computer and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your handheld computer or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

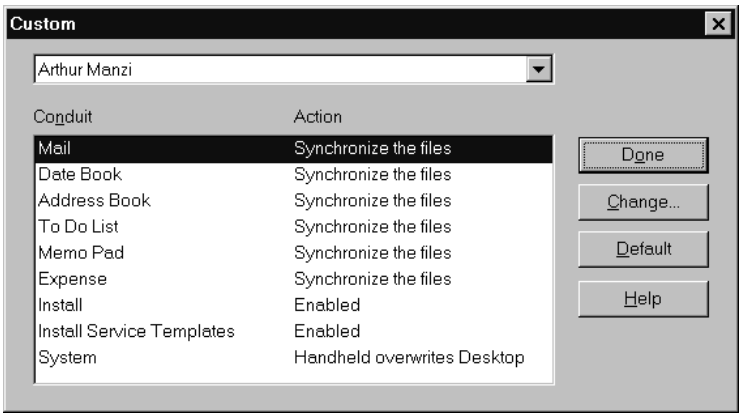
In addition to the conduits for Date Book, Address Book, To Do List, Memo Pad, and Expense, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your handheld computer, including Graffiti® ShortCuts. The Install conduit installs applications on your handheld computer.

To customize HotSync application settings:

1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).

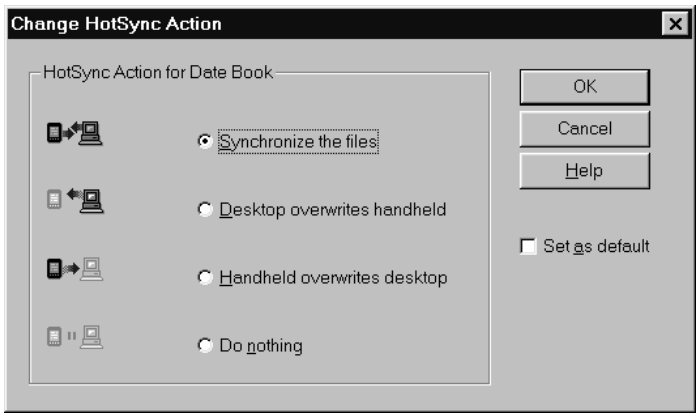
   Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, choose Custom.



3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.

Downloaded from www.Manualslib.com manuals search engine



6. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Note: Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

7. Click OK.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click Done to activate your settings.

Downloaded from www.Manualslib.com manuals search engine

Conducting a HotSync operation via modem

You can use a modem, such as the Palm Modem® accessory, to synchronize your handheld computer when you are away from your personal computer.

Note: The first HotSync operation must be local, using the cradle. After that, you can perform a modem HotSync operation.

To perform a HotSync operation via modem you must complete the following steps:

- Connect a modem to your personal computer
- Configure the Palm Desktop software for use with your modem
- Connect a modem to your handheld computer
- Configure the Connection Preferences on your handheld computer for use with your modem

Preparing your personal computer

There are a few steps you must perform to prepare your personal computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your handheld computer.

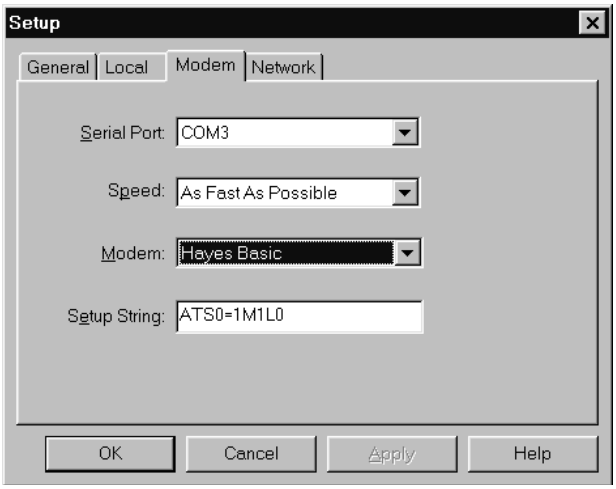
To prepare your personal computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

   Note: Make sure the personal computer is disconnected from all online services, such as America Online (AOL) and CompuServe. This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, choose Modem.
3. Adjust the following options as needed.

Downloaded from www.Manualslib.com manuals search engine



Serial Port Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.

Speed Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop software and your handheld computer to find and use the fastest speed.

Modem Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic.

Setup String Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

4. Click OK.

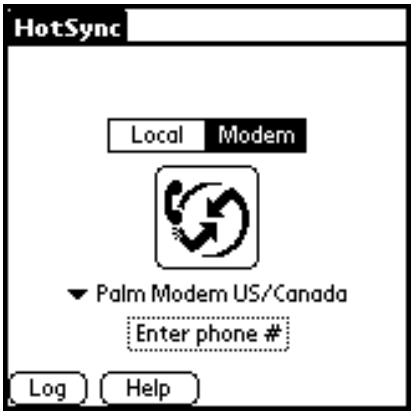
Preparing your handheld computer

There are a few steps you must perform to prepare your handheld computer for a modem HotSync operation.

Downloaded from www.Manualslib.com manuals search engine

To prepare your handheld computer for a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap Modem.
4.



5. Tap the Enter Phone # field.

   Note: If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see "Conducting a HotSync operation via a network" later in this chapter.

6. Enter the telephone number to access the modem connected to your personal computer.

7. If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the Dial Prefix check box.

   Tip: You can enter a comma in the field to introduce a "pause" in the dialing sequence.

8. If the phone line you're using for the handheld computer has Call Waiting, select the Disable call waiting check box to avoid an

Downloaded from www.Manualslib.com manuals search engine

interruption during the modem HotSync operation.

9. If you want to use a calling card to place the call, select the check box and enter the calling card number.
10. Tap OK.
11. Tap the Prefs icon.
12. Tap the pick list in the upper-right corner of the screen.
13. Tap Connection. See Chapter 7 for additional information on Connection preferences. See Chapter 8 for a discussion on CompactFlash modems.

Selecting the conduits for a modem HotSync operation

The Conduit Setup dialog box on your handheld computer enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize data with a Palm Modem accessory.

To change the Conduit Setup for a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Menu icon .
4. Tap Options, and then tap Conduit Setup.
5. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

Note: Applications that do not have a database (such as games) do not synchronize — even if you select the item in the Conduit Setup dialog box.

Downloaded from www.Manualslib.com manuals search engine

6. Tap OK.

Performing a HotSync operation via a modem

After you prepare your desktop/laptop computer and your handheld computer, and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Modem icon to dial the Palm Desktop modem and synchronize the applications.
4. Wait for the HotSync operation to complete. If you have any problems conducting a successful HotSync operation, see Appendix B.

Conducting a HotSync operation via a network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync software enables you to perform a HotSync operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

Connecting to your company's dial-in server

The Network HotSync software requires the following:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your System Administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your System Administrator.)

Everything you need to connect to your company's dial-in server (network modem) is included with your Palm Desktop software and handheld computer software. You need to activate the feature,

Downloaded from www.Manualslib.com manuals search engine

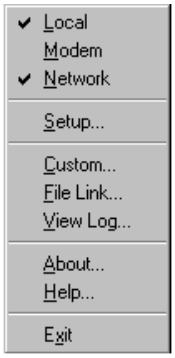
however, on both Palm Desktop software and your handheld computer.

To prepare your computer for a network HotSync operation:

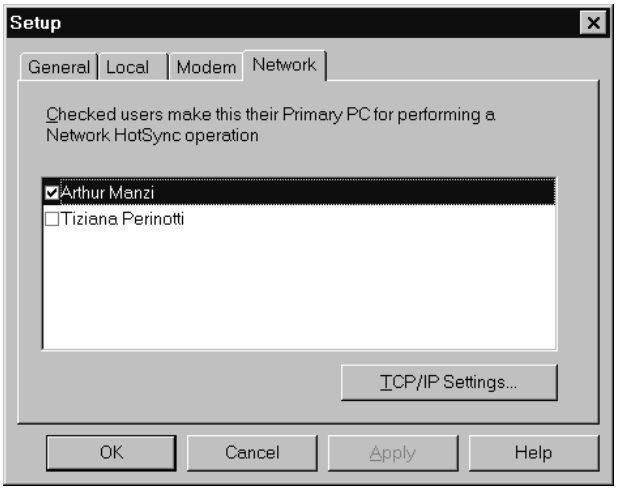
1. Click the HotSync Manager icon in the Windows system tray.

   Tip: The Windows system tray is usually in the lower-right corner on your computer display. The location may vary depending on the location of the taskbar and the version of Windows you are using.

2. From the HotSync Manager menu, choose Network.



3. From the HotSync Manager menu, choose Setup.
4. Click the Network tab and make sure your user name has a check mark next to it. If the check mark is not there, click the check box next to your user name.



5. Click OK.
6. Place your handheld computer in the cradle and perform a HotSync operation.

   The HotSync operation records network information about

Downloaded from www.Manualslib.com manuals search engine

your personal computer on your handheld computer. With this information, your handheld computer can locate your personal computer when you perform a HotSync operation over the network.

To prepare your organizer for a network HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Menu icon .
4. Tap Options, then tap Modem Sync Prefs.
5. Tap Network.
6. Tap OK.

Note: See "Network preferences and TCP/IP software" in Chapter 7 for information on configuring Network HotSync preferences.

Conducting a HotSync operation via infrared communication

Your handheld computer is equipped with an infrared (IR) port, which can be used for "beaming" — that is, using infrared technology to transfer your business card, data, or applications to another Palm Computing platform device that's also equipped with an IR port.

Your handheld computer supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that not only can you beam data to another Palm Computing platform device, but you can also beam data to a cell phone and any other device that supports the IrCOMM implementation of the IrDA standards.

Most importantly, you can use the IR port to perform HotSync® operations; you don't need your cradle. This is especially useful if you travel with an infrared-enabled laptop; you no longer need to carry your cradle or cable to synchronize with the laptop. You simply enable infrared communication on your laptop and handheld computer and follow the instructions given in "Performing an IR HotSync operation" later in this section.

Downloaded from www.Manualslib.com manuals search engine

Preparing your personal computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer with which you want to synchronize must fulfill these requirements:

- Your personal computer must support the IrCOMM implementation of the IrDA standards.
- Your personal computer must have an enabled infrared port that's built into it or have an enabled infrared device attached to it.

Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port, so no external device is necessary. Your computer must also have an installed infrared driver.

Check your personal computer's documentation to learn if the computer supports infrared communication. If your computer is a Macintosh G3, or uses Microsoft Windows 98, infrared communication is built into the operating system. Some versions of the Macintosh iMac also have built-in infrared communication.

The following procedure explains how to find out if your Windows 95 computer has an infrared driver installed.

To check if your Windows 95 computer supports infrared communication:

1. In the Windows taskbar, click Start.
2. Choose Settings, and then choose Control Panel.
3. In the Control Panel, look for the Infrared icon.

If the icon is there, your computer is enabled for infrared communication. If the icon does not appear, you need to install an infrared driver.

Note: If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation included with the device for information on installing the required driver.

Downloaded from www.Manualslib.com manuals search engine

To install a Windows 95 infrared driver:

1. Click the HotSync Manager icon ™ in the Windows system tray and choose Setup. Click the tabs and make a note of the COM ports being used by the HotSync Manager. You need this information later.
2. Go to this web site:

   http://www.microsoft.com/windows/downloads
3. Follow the links to the Windows 95 IrDA 2.0 (Infrared Driver), and follow the instructions to download the driver.
4. Close your Internet browser if it's in the way.
5. Find the file W95ir.exe on your computer.

   Before you go to the next step, be sure this file is in a folder where you want to store the infrared driver.
6. Double-click W95ir.exe.

   A window appears and displays the files that are being unzipped onto your hard disk. After the files are unzipped, the title bar displays Finished. Close this window.
7. In the same folder where you unzipped W95ir.exe, find the file Setup.exe. Double-click it to begin installation.

   The Add Infrared Device Wizard appears.
8. Click Next.
9. Accept the defaults provided by the Wizard except when the Wizard asks you to select the port that your infrared device is physically connected to. Be sure that an available communications port is selected. Do not select the port that the HotSync Manager currently uses.
10. Continue the rest of the installation using the defaults provided.

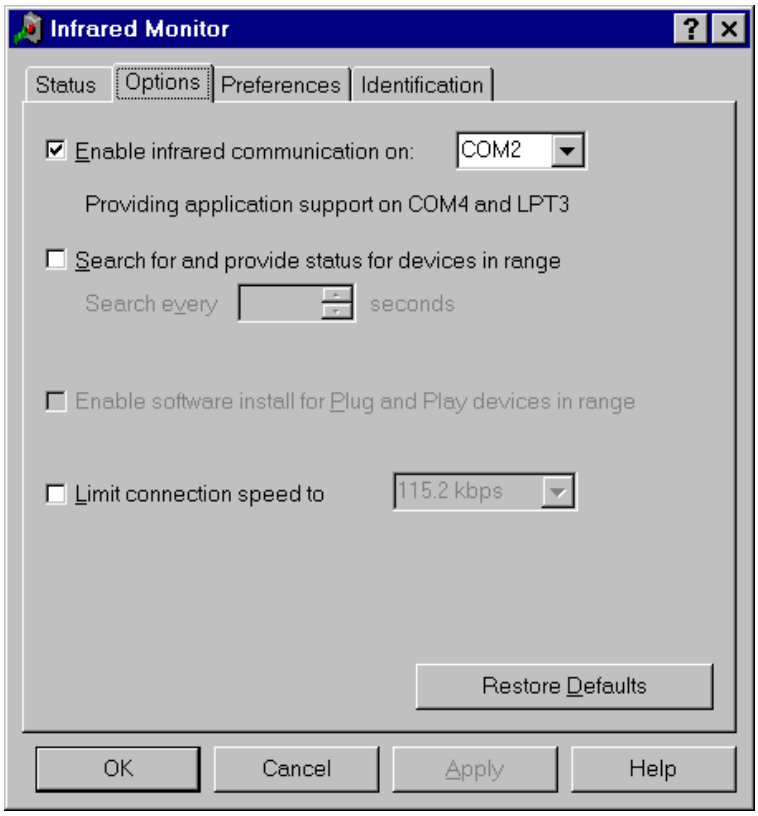
    If an alert appears telling you that there is a communication port conflict, click OK and proceed.

After you install the infrared driver, you need to check the ports used by your personal computer for infrared communication.

Downloaded from www.Manualslib.com manuals search engine

To check the ports used for infrared communication:

1. In the Windows taskbar, click Start.
2. Choose Settings, and then choose Control Panel.
3. Double-click Infrared.
4. Click the Options tab.
5. Select Enable infrared communication.



   The COM port displayed in the drop-down box is the same port to which your infrared device is attached. It should be *different* from any port that is used by the HotSync Manager.

6. Make a note of which port is listed as "providing application support." You need this information to configure the HotSync Manager for infrared communication.

   This port (COM4 in this example) is the simulated port, the channel through which the actual infrared communication takes place between your personal computer and your hand-held computer.

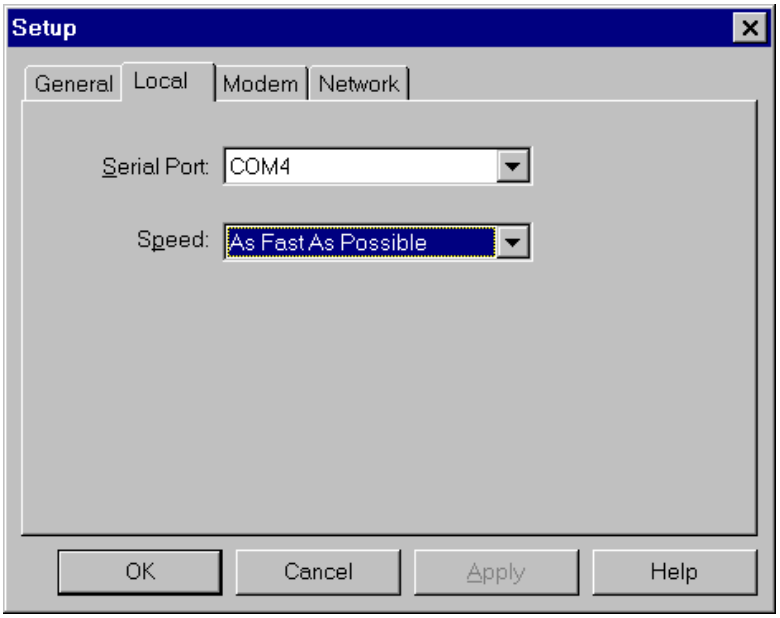
7. Deselect any other check boxes in the Options tab.
8. Click Apply and OK.

Downloaded from www.Manualslib.com manuals search engine

Configuring HotSync Manager for infrared communication

Next, you need to go to the HotSync Manager and specify the simulated port used for infrared communication.

1. Click the HotSync Manager icon in the Windows system tray.
2. Make sure Local is checked on the menu.
3. Choose Setup.
4. Click the Local tab.
5. In the Serial Port drop-down box, select the COM port that was given as the simulated port in the Options tab of the Infrared Monitor (in this example, COM4).



6. Click OK.

The HotSync Manager is now communicating with the simulated port defined for infrared communication. This means that you cannot use your cradle again until you reconfigure the HotSync Manager to communicate with the port defined for cradle synchronization.

Performing an IR HotSync operation

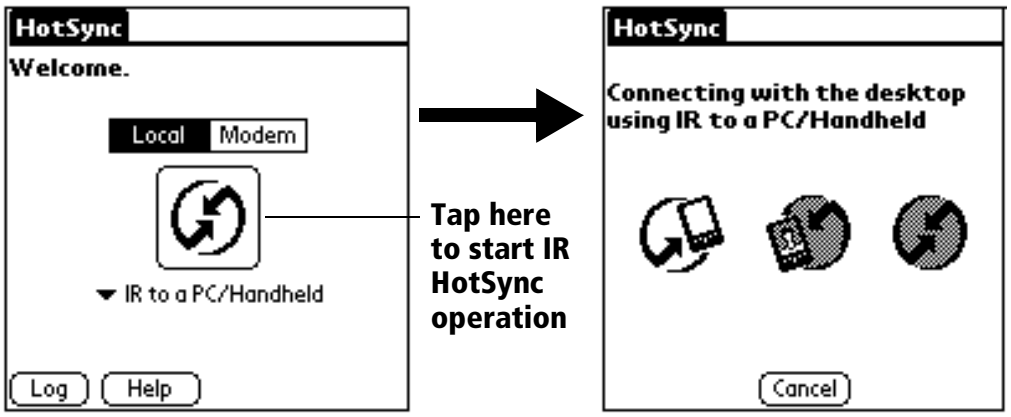
After you complete the steps to prepare for performing an IR HotSync operation, it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. In the Applications Launcher, tap the HotSync icon.

Downloaded from www.Manualslib.com manuals search engine

2. Tap Local.
3. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.
4. Position the IR port of your handheld computer within a couple of inches of the infrared port of your computer.
5. Tap the HotSync icon to start the IR HotSync operation.



Returning to cradle HotSync operations

It's easy to return to using the cradle for HotSync operations.

To return to cradle HotSync operations:

1. If necessary, connect the cradle to a serial (COM) port of your personal computer.
2. Click the HotSync Manager icon in the Windows system tray.
3. Choose Setup, and then click Local.
4. Select the COM port your cradle is connected to.
5. Click OK.

Now, the next time you want to perform a HotSync operation, just press the HotSync button on the cradle, as you always did in the past.

You can leave the HotSync application on your handheld computer set to perform IR HotSync operations and still use the cradle. This is useful if you perform HotSync operations with both your desktop computer and a laptop that you travel with. When you travel, you don't have to carry a cradle or cable because your handheld computer is set to perform IR HotSync operations. When you're in the office, just place your handheld computer in the cradle and press the HotSync button.

Downloaded from www.Manualslib.com manuals search engine

Frequently asked questions about IR HotSync operations

Problem	Solution
I can't perform an IR HotSync operation.	■ Be sure the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication. ■ On your handheld computer, be sure the HotSync application is set to Local, with the option IR to a PC/Handheld. ■ Be sure the IR port of your handheld computer is aligned directly opposite to, and within a few inches of, the infrared device of your computer. ■ IR HotSync operations do not work after you receive a low battery warning. Check the battery power of your handheld computer. Replace the AAA batteries or recharge the internal battery, as needed.
My handheld computer displays the message "Waiting for sender" when it's near my computer's infrared port.	■ Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Do the following to turn off this option: 1. In the Windows taskbar, click Start. 2. Choose Settings, and then choose Control Panel. 3. Double-click Infrared. 4. Click the Options tab. 5. Deselect the option Search for and provide status for devices in range. 6. Click Apply and OK. ■ If you are using Windows 98, move your handheld computer away from the computer's infrared port.

Downloaded from www.Manualslib.com manuals search engine

My handheld computer appears to freeze when I place it near my computer.	Move your handheld computer away from the computer's infrared port.

Using File Link

The File Link feature enables you to import Address Book and Memo Pad information onto your handheld computer from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your handheld computer. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following formats:

- Comma delimited (.csv)
- Tab delimited (.tsv)
- Memo Pad archive (.mpa)
- Address Book archive (.aba)
- Text (.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

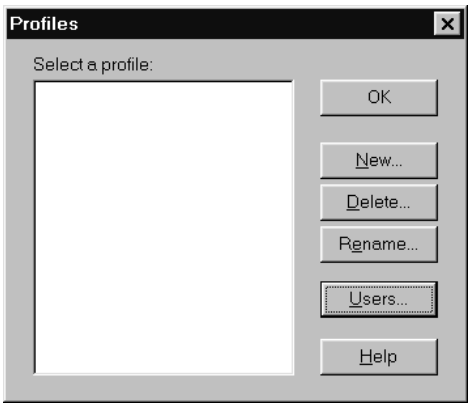
Downloaded from www.Manualslib.com manuals search engine

Creating a user profile

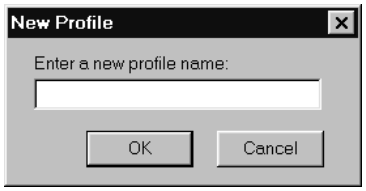
If you use the File Link feature to configure several handheld computers with specific information (such as a company phone list) before distributing them to their actual users, you can create a user profile to load the data into an handheld computer without associating that data with a user name. The User Profile feature is designed only for the first-time HotSync operation, before you assign a User ID to a particular handheld computer.

To create a user profile:

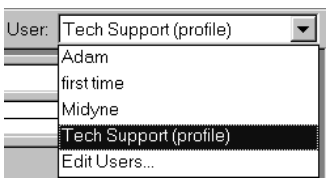
1. Open Palm Desktop software.
2. From the Tools menu, choose Users.
3. Click Profiles.
4. Click New.



5. Enter a unique name for the profile, and click OK.



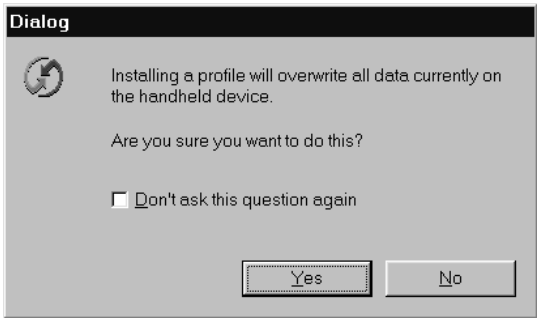
6. Repeat steps 3 and 4 for each profile that you want to create, and then click OK to return to Palm Desktop software.
7. Select the profile from the User list and create the data for the profile (e.g., company phone list, etc.).



Downloaded from www.Manualslib.com manuals search engine

To use a profile for the first-time HotSync operation:

1. Place the new handheld computer in the cradle.
2. Press the HotSync button on the cradle.
3. Click Profiles.
4. Select the profile that you want to load on the handheld computer, and click OK.


Dialog
Installing a profile will overwrite all data currently on the handheld device.
Are you sure you want to do this?
Don't ask this question again
Yes
No

5. Click Yes to transfer all the profile data to the handheld computer.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld computer.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Chapter 7

Setting Preferences for Your Handheld Computer

The Preferences screens enable you to customize the configuration options on your handheld computer.

In the Preferences screens, you can do the following:

Buttons	Assign different applications to the buttons on the front panel of your handheld computer and the HotSync® button on the cradle, and reassign the full-screen pen stroke command.
Digitizer	Calibrate the screen on your handheld computer.
Formats	Set the country default and the formats for dates, times, calendar, and numbers.
General	Set the current date and time, the auto shut-off interval, the Beam Receive feature, and the system, alarm, and game sounds.
Owner	Assign your name, phone number, and other owner information to your handheld computer.
ShortCuts	Define a list of Graffiti® abbreviations.
Connection	Configure your handheld computer for use with a communications device, such as a modem.
Network	Configure your handheld computer for use with a network.

Viewing preferences

To open the Preferences screens:

1. Tap the Applications icon .
2. Tap the Preferences icon .
3. Tap the pick list in the upper-right corner of the screen.

Downloaded from www.Manualslib.com manuals search engine

4. Select the Preferences screen you want to view.

Buttons preferences

The Buttons Preferences screen enables you to associate different applications with the buttons on the front of the handheld computer.

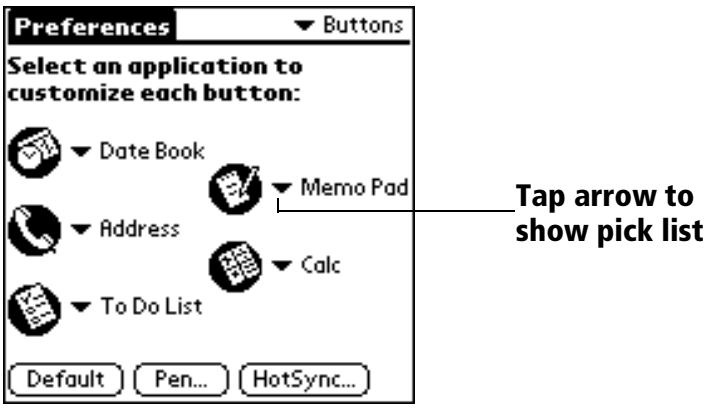
For example, if you find that you seldom use To Do List and often use Expense, you can assign the To Do List button to start Expense.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher.

To change the Buttons preferences:

1. Tap the pick list next to the button you want to re-assign.



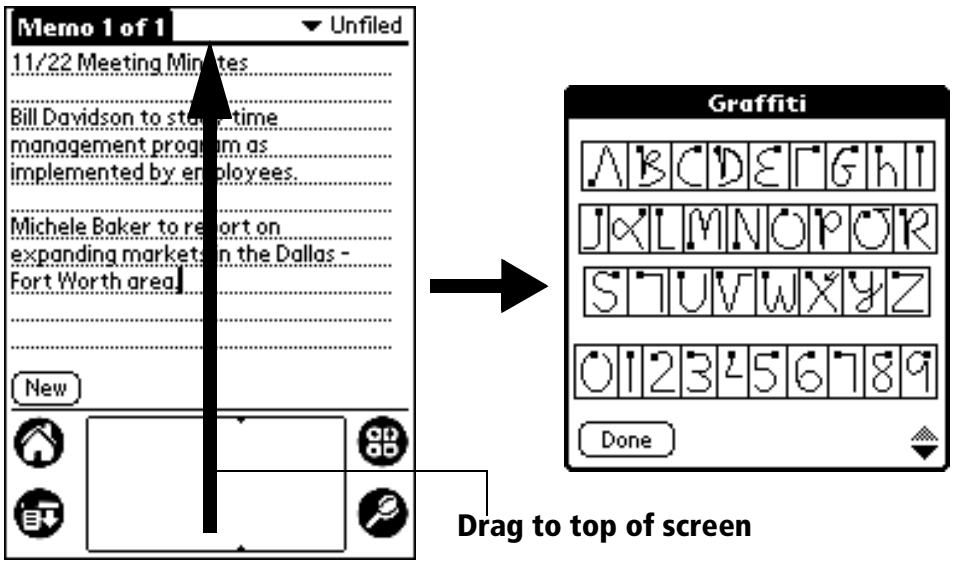
2. Tap the application that you want to assign to the button.

Tip: To restore all of the buttons to their factory settings, tap Default.

Pen preferences

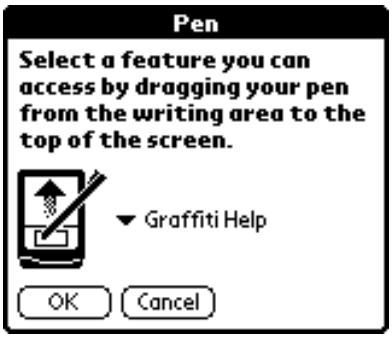
The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti Help.

Downloaded from www.Manualslib.com manuals search engine


Memo 1 of 1
Unfiled
11/22 Meeting Minutes
Bill Davidson to start time management program as implemented by employees.
Michele Baker to report on expanding markets in the Dallas - Fort Worth area.
New
Graffiti
Done
Drag to top of screen

To change the Pen preferences:

1. Tap Pen.


Pen
Select a feature you can access by dragging your pen from the writing area to the top of the screen.
Graffiti Help
OK
Cancel

2. Tap the pick list and select one of the following settings for the full-screen pen stroke:

Backlight	Turns on the backlight of your handheld computer.
Keyboard	Opens the onscreen keyboard for entering text characters.
Graffiti Help	Opens a series of screens that show the complete Graffiti character set.
Turn Off & Lock	Turns off and locks the handheld computer. You must assign a password to lock the handheld computer. When locked, you need to enter the password to use your handheld computer.

Downloaded from www.Manualslib.com manuals search engine

Beam Data	Beams the current record to another handheld computer.

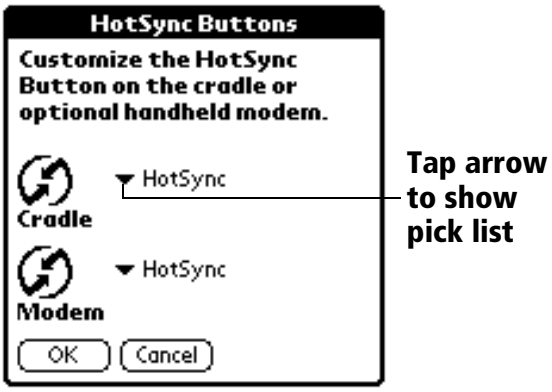
3. Tap OK.

HotSync buttons preferences

The Buttons Preferences screen also enables you to associate different applications with the HotSync button on the cradle and the HotSync button on the optional Palm Modem accessory. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

To change the HotSync buttons preferences:

1. Tap HotSync.
2. Tap the pick list next to the button you want to assign.



3. Tap the application that you want to assign to each button.

   The default setting for each button is the HotSync setting, which means the cradle and optional Palm Modem accessory perform their normal HotSync functions.

4. Tap OK.

Digitizer preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your handheld computer for the first time. You can recalibrate your screen after a hard reset, or if your digitizer drifts.

Downloaded from www.Manualslib.com manuals search engine

Formats preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your handheld computer.

Country default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your handheld computer. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

All your handheld computer applications use the Country default settings. You can, however, customize your own preferences. See the "Time, date, week start, and numbers formats" section later in this chapter.

To set the country default:

1. Tap the country name pick list.

2. Tap the setting you want to use.

Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your handheld computer.

To select the time, date, week start, and numbers format:

1. Tap the Time pick list and select a format.
2. Tap the Date pick list and select a format.
3. Tap the Week starts pick list, and select whether you want the first

Downloaded from www.Manualslib.com manuals search engine

day of the week to be Sunday or Monday.

Note: This setting controls the Day, Week, and Month views in Date Book and all other aspects of your handheld computer that display a calendar.

4. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

General preferences

The General Preferences screen enables you to set the time, date, auto shutoff interval, and sounds for your handheld computer.

See Chapter 1 for information on setting the time and date.

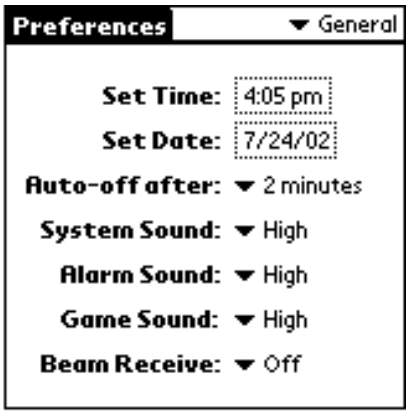
Auto-off delay

Your handheld computer has an automatic shutoff feature that turns off the power and backlight after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your handheld computer.

If you find that your handheld computer shuts itself off before you finish reviewing the information on the screen, you should increase the time setting of the automatic shutoff feature.

To set the Auto-off delay:

1. Tap the Auto-off pick list.
2. Tap the setting you want to use for the automatic shutoff feature: 1 minute, 2 minutes, or 3 minutes.



Downloaded from www.Manualslib.com manuals search engine

System, alarm, and game sounds

Your handheld computer uses a variety of sounds. The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level associated with each type of sound.

To set the system and alarm sounds:

1. Tap the System Sound pick list and select the sound level.

   Note: When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation.

2. Tap the Alarm Sound pick list and select the sound level.
3. Tap the Game Sound pick list and select the sound level.

   Note: The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

Volume level and System, Alarm, and Game Sounds:

The High, Medium, and Low settings for the System, Alarm, and Game Sounds will always be proportional to the setting for the Volume level. See Chapter 1 for a discussion on setting the Volume level for the handheld computer.

If any of the individual Sounds (System, Alarm, or Game) is set to Off, then this setting will not be affected by the Volume level.

Downloaded from www.Manualslib.com manuals search engine

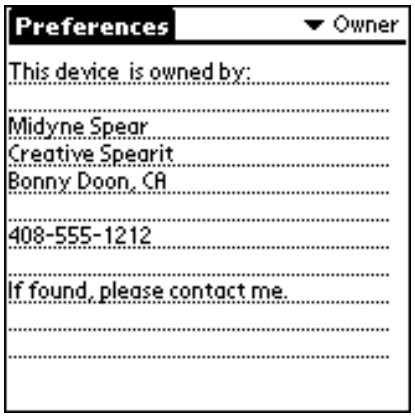
Owner preferences

The Owner Preferences screen enables you to record a name, company name, phone number, or any other information that you want to associate with your handheld computer.

If you use the Security application to turn off and lock your handheld computer with a password, information that you put in the Owner Preferences displays the next time you turn on your handheld computer. See Chapter 1 for more information.

To enter the Owner preferences:

- Enter the text that you want to associate with your handheld computer in the Owner Preferences screen. If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.



If you assign a password with the Security application, the information in the Owner Preferences screen cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

To unlock the Owner Preferences screen:

1. Tap Unlock.
2. Enter the password that you defined in the Security application.
3. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

ShortCuts preferences

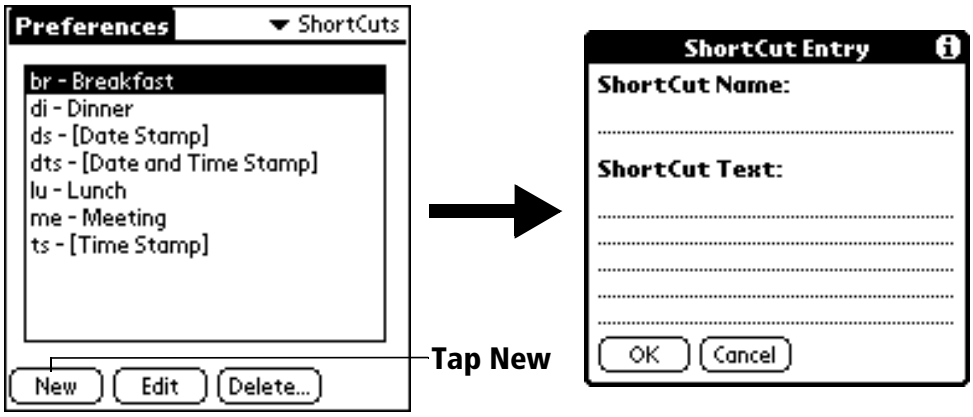
The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti strokes. This section describes how to create, edit, and delete a ShortCut. See Chapter 2 for more information on the use of ShortCuts.

Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your handheld computer applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

1. Tap New.
2. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.



3. Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.

   Tip: You may want to add a space (space character) after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

4. Tap OK.

Tip: To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

Downloaded from www.Manualslib.com manuals search engine

ShortCut	

Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

1. Tap the ShortCut you want to edit.
2. Tap Edit.
3. Make the changes you want and tap OK.

Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

To delete a ShortCut:

1. Tap the ShortCut you want to delete.
2. Tap Delete.
3. Tap Yes.

Downloaded from www.Manualslib.com manuals search engine

Connection preferences

The Connection Preferences screen enables you to define the settings for communications devices, such as modems, that directly connect to your handheld computer. These settings are for applications that activate and use these communications devices.

The Connection Preferences screen displays a list of available configurations; the list varies depending on the kind of handheld computer you use and the software that has been added to it. The list can be modified as needed.

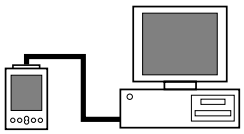
For example, a connection for the Palm Modem® accessory appears on the list. Assuming you have the modem hardware itself, you need only add the specifics of the connection (phone setup and if needed, network connection) to complete the configuration.

Creating new configurations

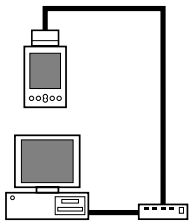
You can also define new configurations. Use the Connection Preferences screen to create a new configuration. There are six possible kinds of connections.

Downloaded from www.Manualslib.com manuals search engine

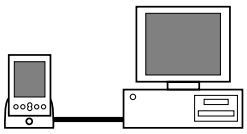
Connection/Network Preferences Examples



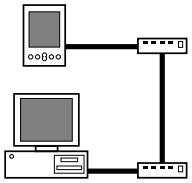
CF to PC: A connection between a CompactFlash serial card in your handheld computer and a personal computer. See Chapter 8 for information on CompactFlash devices.



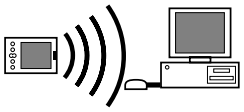
CF to Modem: A connection between a CompactFlash modem card in your handheld computer and a modem that is part of your personal computer.



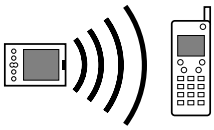
Serial to PC: A local HotSync connection: the direct serial connection between your handheld computer and your personal computer. Your handheld computer is connected by its serial port to the cradle, and the cradle is attached by its cable to a serial (COM) port of your personal computer.



Serial to Modem: A connection between a modem attached to the serial port of your handheld computer and a modem that is part of your dekstop computer or laptop.



IrCOMM to PC: A connection between the IR port of your handheld computer and the infrared device of your desktop computer or laptop.



IrCOMM to Modem: A connection between the IR port of your handheld computer and a modem. The modem can be attached to a desktop computer or some other device containing an IR port.

Example: A connection for remote IR HotSync operations

You can define a configuration to perform an IR HotSync operation to send data through the IR port of a modem attached to a cell phone, which then dials a modem attached to your personal computer, to synchronize with your Desktop application. For this example, you use the IrCOMM to Modem connection.

Downloaded from www.Manualslib.com manuals search engine

To create an IrCOMM to Modem connection:

1. In the Applications Launcher, tap the Preferences (Prefs) icon.
2. Tap the category pick list in the upper-right corner of the screen.
3. Tap Connection.
4. Tap New.
5. Enter a name to identify this configuration.
6. Tap the Connection Method pick list and select IrCOMM to Modem.

7. Set the Dialing and Volume options.
8. Tap Details.
9. Enter the initialization string supplied by the documentation for the modem attached to your cell phone.

   Note: Depending on the kind of handheld computer and modem you use, the Details dialog box may also contain an option in which you select the country where you are currently located.

10. Tap OK, and then tap OK again to save the configuration.

Your new configuration appears in the list of available configurations

Downloaded from www.Manualslib.com manuals search engine

After you create the configuration, you need to set up the HotSync Manager of your Desktop application and the HotSync application of your handheld computer to perform a modem HotSync operation.

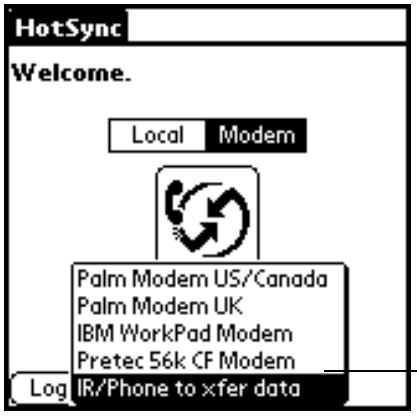
To prepare the HotSync Manager for a modem HotSync operation:

1. Click the HotSync Manager icon in the Windows system tray.
2. Choose Setup.
3. Click the Modem tab and enter information about the modem attached to your personal computer.
4. Click OK.
5. Click the HotSync Manager icon and choose Modem.

Now you're ready to perform a HotSync operation that uses infrared communication between your handheld computer, the modem on your cell phone, and the modem attached to your personal computer.

To prepare your handheld computer for a modem HotSync operation:

1. In the Applications Launcher, tap the HotSync icon .
2. Tap Modem.
3. Tap the pick list below the icon and select your new configuration.



The configuration you created in the Connection Preferences screen is now associated with a modem connection.

4. Tap Enter phone # to display the Phone Setup dialog box.

Downloaded from www.Manualslib.com manuals search engine

Tap here to display the Phone Setup dialog box

To perform the HotSync operation:

- Tap the modem HotSync icon to begin the HotSync operation.

Tap here to begin the HotSync operation

Downloaded from www.Manualslib.com manuals search engine

Network preferences and TCP/IP software

The Network Preferences settings enable you to use the TCP/IP software that is included in the handheld computer's operating system. You can use the TCP/IP software to connect with Internet Service Providers (ISPs) or dial-in (remote access) servers. Because the TCP/IP software is a feature of the operating system, you configure all parameters relating to it from the Preferences application.

To use TCP/IP, you must use one of the default connection configurations listed in Connection Preferences that involves a modem, either Serial to Modem or IrCOMM to Modem. You can also create a configuration.

Note: Connection Preferences settings enable your TRGpro handheld computer to use a modem to communicate with remote devices. For example, you can communicate with your ISP server, or with your computer if you are away on travel. See "Connection preferences" earlier in this chapter for a complete explanation on how to configure modem parameters.

After you configure both the Network and Connection Preferences, you can establish a PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol), or CSLIP (Compressed Serial Line Internet Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.

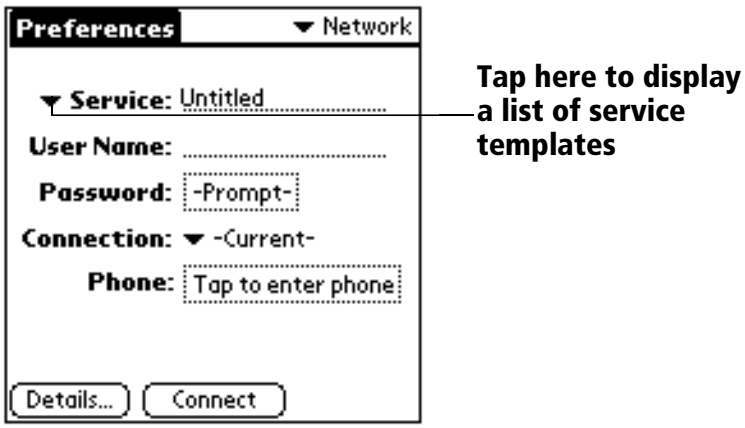
Selecting a service

Use the Service setting to select the service template for your Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save, and reuse.

Downloaded from www.Manualslib.com manuals search engine

To select a service:

1. Tap the Service pick list.



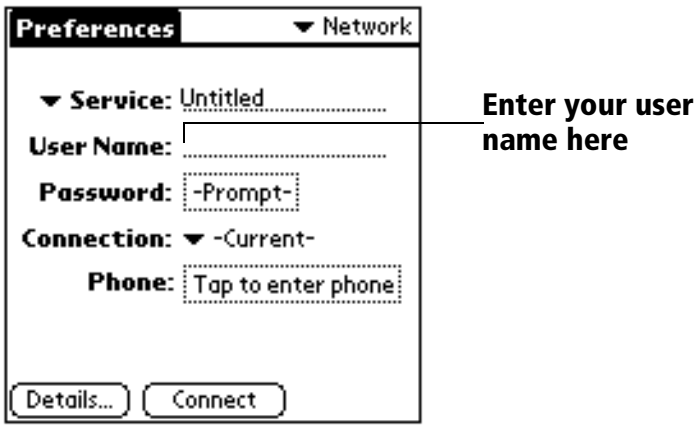
2. Tap the predefined service template you want to use.

Entering a user name

The User Name setting identifies the name you use when you log into your Internet Service Provider or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

To enter a user name:

1. Tap the User Name field.
2. Enter your user name.



Note: Most dial-in servers do not accept spaces in the user name.

Downloaded from www.Manualslib.com manuals search engine

Entering a password

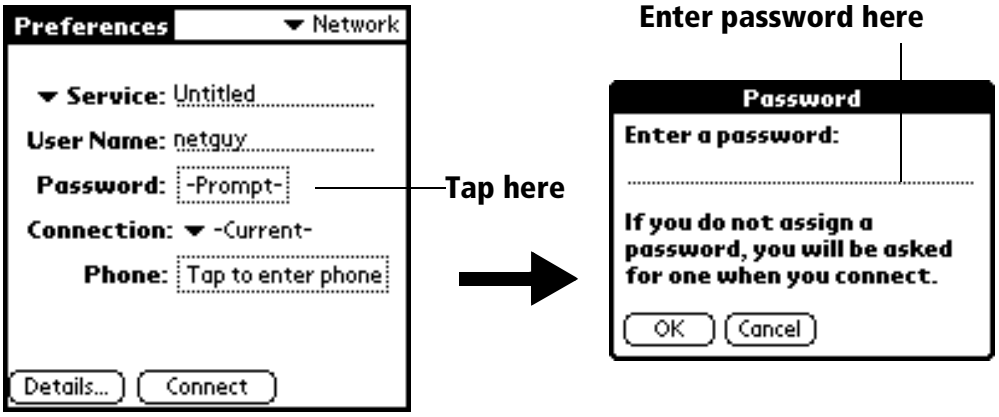
The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your handheld computer prompts you to enter a password each time you log into your network:

- If you do not enter a password, your handheld computer displays the word "Prompt" in this field and asks you to enter a password during the login procedure.
- If you enter a password, your handheld computer displays the word "Assigned" in this field and does not prompt you to enter a password during the login procedure.

Note: If you are concerned about security, select the Prompt option and do not enter a password.

To enter a password:

1. Tap the Password field.
2. Enter the password you use to log into your server.



3. Tap OK.

Note: The Password field updates to display the word "Assigned."

Downloaded from www.Manualslib.com manuals search engine

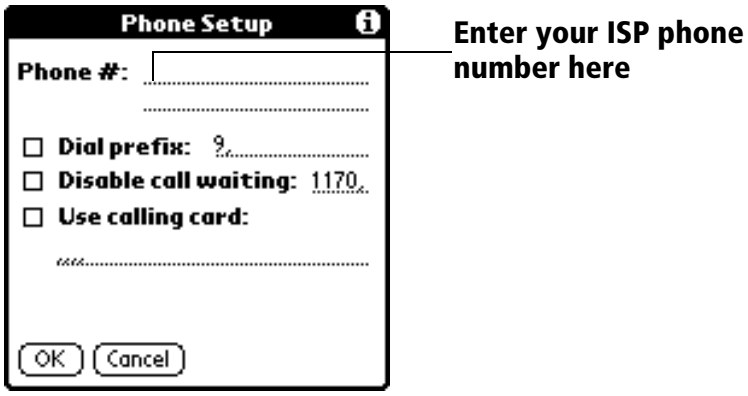
Adding telephone settings

When you select the Phone field, your handheld computer opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

Note: The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to put the calling card number in the Phone # field and the phone number in the Use calling card field.

To enter your server phone number:

1. Tap the Phone # field.
2. Enter the phone number you use to reach your ISP or dial-in server.



3. If you need to enter a prefix or disable Call Waiting, skip to those procedures. Otherwise, tap OK.

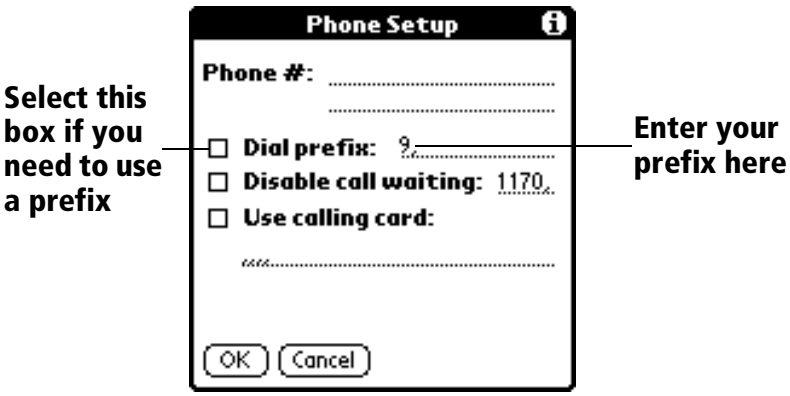
Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial "9" to dial a number outside the building.

Downloaded from www.Manualslib.com manuals search engine

To enter a prefix:

1. Tap the Dial Prefix check box to select it.



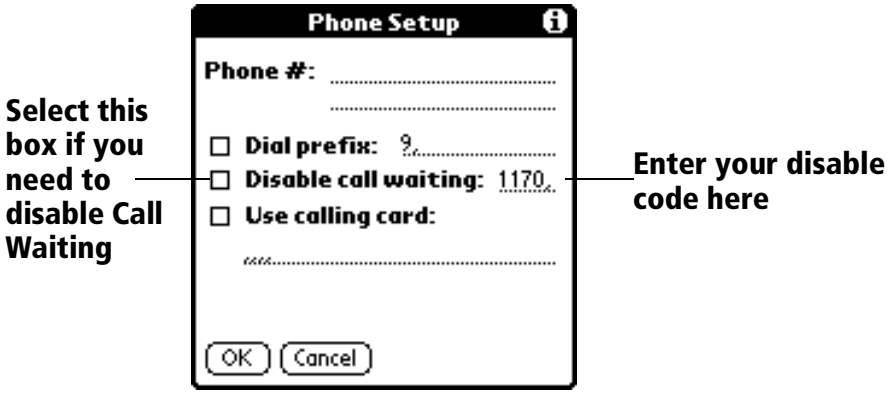
2. Enter the prefix.
3. Tap OK.

Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

To disable Call Waiting:

1. Tap the Disable call waiting check box to select it.



2. Enter the code to disable Call Waiting on the Disable call waiting line.

   Note: Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

3. Tap OK.

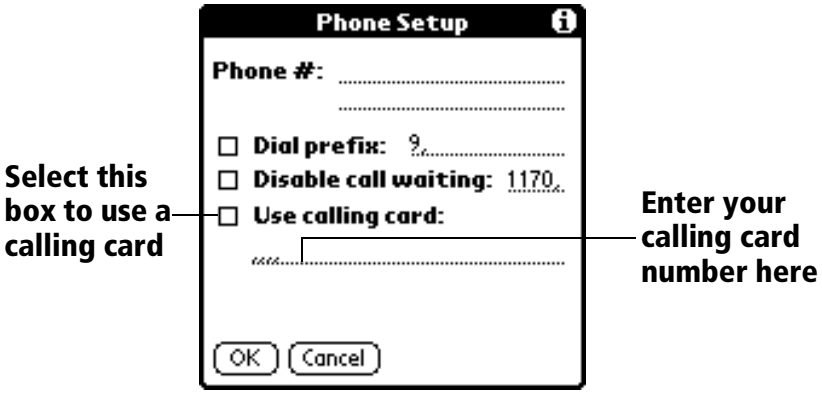
Downloaded from www.Manualslib.com manuals search engine

Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

To use a calling card:

1. Tap the Use calling card check box to select it.



2. Enter your calling card number on the Use calling card line.

   Note: It's a good idea to add at least three commas at the beginning of your calling card number to compensate for the cue delay.

3. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

Connecting to your service

After you set your Connection and Network Preferences, establishing a connection to your Internet Service Provider (ISP) or your company's network (dial-in server) is easy.

Note: If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection.

To establish a connection:

- Tap Connect to dial the current service and display the Service Connection Progress messages.

  Tip: To see expanded Service Connection Progress messages, press the lower half of the Scroll button.

To close a connection:

- Tap Disconnect to terminate the connection between your handheld computer and your service.

Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template:

1. Tap the Menu icon .
2. Tap Service, and then tap New.

   A new service template (called Untitled) is added to the Service pick list.

To duplicate an existing service template:

1. Tap the Service pick list.
2. Tap the predefined service template you want to duplicate.
3. Tap the Menu icon .
4. Tap Service, and then tap Duplicate.

   A copy of the service template is added to the Service pick list.

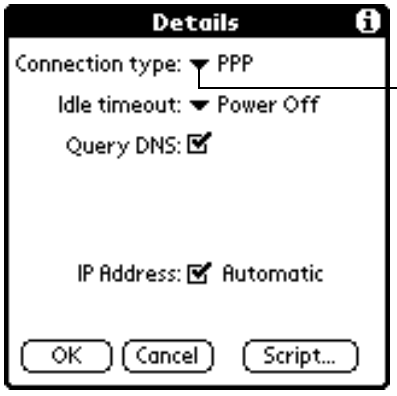
Downloaded from www.Manualslib.com manuals search engine

Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add additional information to a selected service template.

To select a connection type:

1. Tap the service field.
2. Tap Details.



3. Tap the Connection type pick list and select one of the following connection types:

PPP	Point-to-Point protocol
SLIP	Serial Line Internet Protocol
CSLIP	Compressed Serial Line Internet Protocol

Note: If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Idle timeout

The Idle timeout setting defines how long your handheld computer waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

To set the Idle timeout:

1. Tap the Idle timeout pick list and select one of the following options:

Downloaded from www.Manualslib.com manuals search engine

Immediate	Drops the connection to your ISP immediately when you switch to another application.
1 minute	Waits one minute for you to open another application before it drops the connection.
2 minutes	Waits two minutes.
3 minutes	Waits three minutes.
Power Off	Keeps your PPP or SLIP connection until you turn off your handheld computer (or until it times out). This option works best with the Palm Modem accessory.

2. Tap OK.

Defining primary and secondary DNS

The Domain Naming System (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

Tip: Many systems do not require that you enter a DNS. If you are not sure, leave the DNS field blank.

To enter a primary and secondary DNS:

1. Tap the Query DNS check box to deselect it.
2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.
3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.
4. Repeat steps 2 and 3 for the Secondary DNS number.
5. Tap OK.

Downloaded from www.Manualslib.com manuals search engine

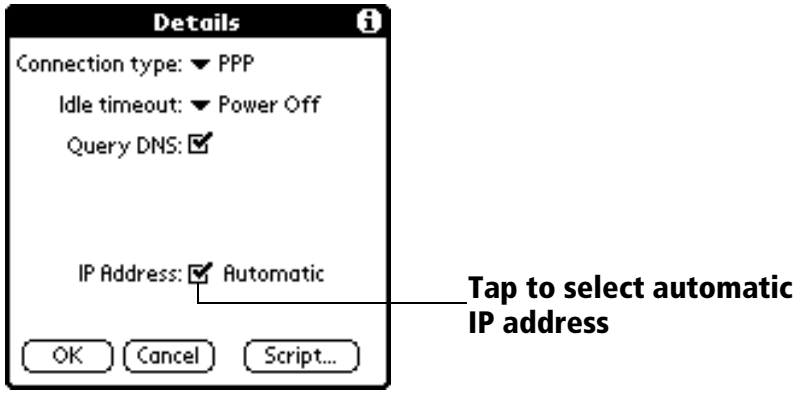
IP address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The IP Address field lets you identify whether your network provides automatic (dynamic) temporary IP addressing.

Note: If your IP address is permanently assigned, you need to get that information from your System Administrator. If you are not sure, select Automatic.

To identify dynamic IP addressing:

- Tap the IP Address check box to select it.



To enter a permanent IP address:

1. Tap the IP Address check box to deselect it and display a permanent IP address field below the check box.
2. Tap the space to the left of the first period then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.

3. Tap and enter the remaining sections of the IP address.
4. Tap OK.

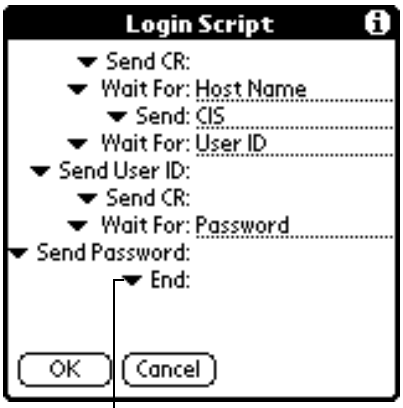
Downloaded from www.Manualslib.com manuals search engine

Creating a login script

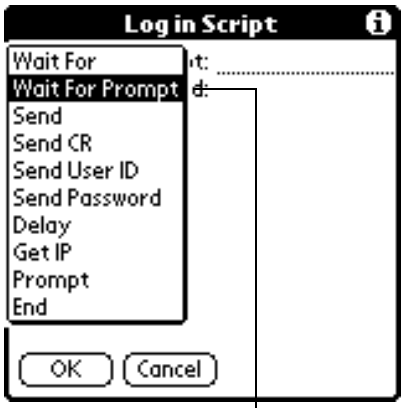
A login script is something that you are likely to receive from your IS system administrator if your company has a system in which you log in to the corporate servers from your handheld computer using a modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place in order to establish a connection between your handheld computer and the corporate servers.

You can create login scripts in two ways:

- In a text editor on your personal computer, in which you create a file with the extension .PNC, which you then install on your handheld computer using the Install Tool (this method is not available to Macintosh users)
- In the Login Script dialog box on your handheld computer, accessed from the Details dialog box in Network Preferences



Tap here to see the list of available commands



Command: Wait For Prompt

Token-based authentication systems

Token-based authentication systems are security systems. They provide another security barrier to the access of network servers. Token-based authentication systems make use of small credit-card-sized devices called “token cards” or “security keys,” which users carry with them and must use to complete the authentication process when they log in to a network server.

There are currently three types of token-based authentication systems.

- **Time-Synchronous:** The token card generates dynamic passwords

Downloaded from www.Manualslib.com manuals search engine

based on an exact schedule. The schedule is aligned between the authentication server and the token hardware using built-in synchronized clocks.

- **Challenge-Response:** The authentication server prompts the user with a dynamically generated value — the challenge. The user enters this challenge value on the token card, and the token card generates a response value. The user enters this response value like a password on the handheld computer.
- **Event-Synchronous**: This system generates and tracks an ordered series of dynamic passwords. The server matches the passwords based on the iteration ID.

Plug-in applications

You can create plug-in applications that contain script commands that you create in order to extend the functionality of the built-in script commands. A plug-in application is a standard .PRC application that is installed on your handheld computer just like any other application. After you install the plug-in application on the handheld computer, the new script commands can be used in a login script.

Plug-in applications have the following characteristics:

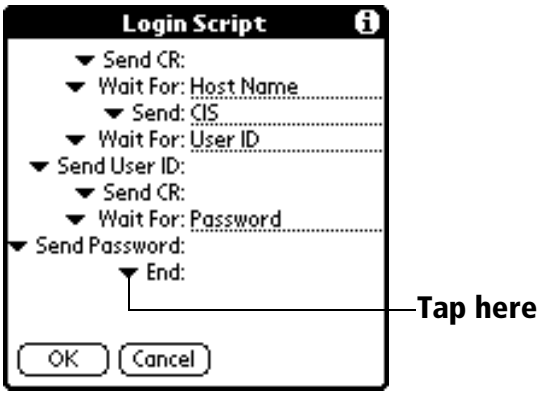
- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports the Palm OS™ software, such as Metrowerks Code Warrior

For additional information on creating plug-in applications, send e-mail to Palm Developer Support at devsupp@palm.com.

To create a login script:

1. Tap Script.
2. Tap the End pick list.

Downloaded from www.Manualslib.com manuals search engine



3. Tap the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

Wait For	Tells your handheld computer to wait for specific characters from the TCP/IP server before executing the next command.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.
Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the User ID information entered in the User ID field of the Network Preferences screen.
Send Password	Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
Delay	Tells your handheld computer to wait a specific number of seconds before executing the next command in the login script.

Downloaded from www.Manualslib.com manuals search engine

Get IP	Reads an IP address and uses it as the IP address for your handheld computer. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
Wait For Prompt	Generally used with challenge-response token card authentication. This command detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. Enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld computer. This command takes two arguments, both entered on the input line and separated by a vertical bar (|): **First argument:** The specific text string the handheld computer expects to receive **Second argument:** An optional text string that appears in the title bar of the dialog box containing the prompt string
End	Identifies the last line in the login script.

4. Repeat steps 2 and 3 until the login script is complete.
5. Tap OK.

command: set queryDNS

The set queryDNS command is available only when you create a login script on your personal computer. The command enables your script to turn off the Query DNS option in the Details dialog box of Network Preferences. It works in conjunction with the set primaryDNS and set secondaryDNS commands.

By default, the Query DNS option is on. This is the syntax for your login script:

set queryDNS “true”

Downloaded from www.Manualslib.com manuals search engine

This is the syntax to turn the option off in your script:

set queryDNS “false”

Deleting a service template

There is only one way to delete a service template: use the Delete command from the Service menu.

To delete a service template:

1. Tap the Service pick list.
2. Tap the service template you want to delete.
3. Tap the Menu icon .
4. Tap Service, and then tap Delete.
5. Tap OK.

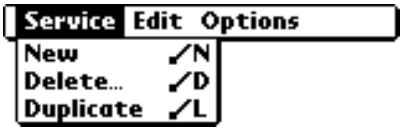
Downloaded from www.Manualslib.com manuals search engine

Network preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. TCP/IP application menus are show here for your reference.

See "Using menus" in Chapter 1 for more information about choosing menu commands.

Service menu



Options menu

TCP/IP troubleshooting

If you are having a problem establishing a network connection using TCP/IP, check this section and try the suggestions listed.

Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. Expanded Service Connection Progress messages describe the current stage of the login procedure. Press the lower half of the scroll button at any point during login to display these messages.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

Downloaded from www.Manualslib.com manuals search engine

To view the Network Log:

1. Tap Options, and then tap View Log.
2. Tap the up and down arrows of the scroll bar to see the entire Network Log.
3. Tap Done.

Adding a DNS number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. When you try to use an application or look up information, however, the connection fails. If this occurs, try adding a DNS number. Ask your ISP or your System Administrator for the correct Primary and Secondary DNS IP numbers.

Downloaded from www.Manualslib.com manuals search engine

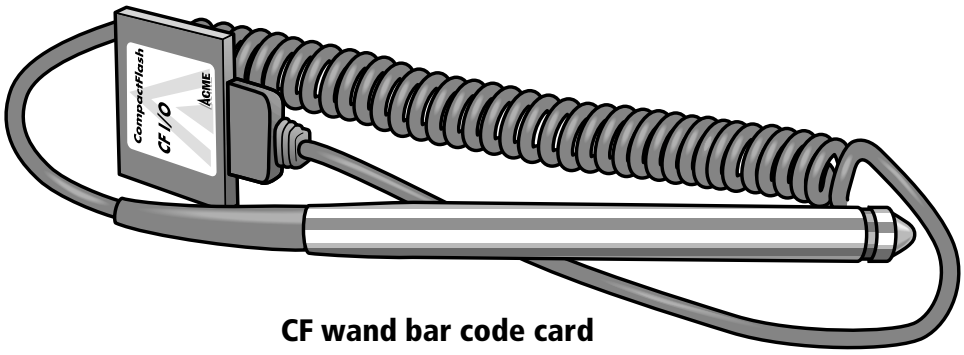
Chapter 8

CompactFlash™, CFpro™, and CFBackup™

CompactFlash (CF) Cards

CompactFlash (CF) defines a class of small, removable devices for mobile computers and electronic equipment. CF cards first gained popularity as photographic storage devices for digital cameras. CF cards quickly emerged as the standard for handheld computers as well. The reasons for this rapid acceptance include:

- CF cards are **Compact**. They are approximately the size of a matchbook and weigh about half an ounce.
- CF cards are designed with **Flash** technology, which allows information to be stored without battery back-up.
- CF cards are solid-state, producing a higher degree of reliability.
- CF memory cards provide the capability to easily transfer all types of information between a large variety of digital systems. For example, when fitted with an adapter, CF cards are compatible with the PC Card (PCMCIA) standard. This allows a CF memory card to be accessed as a standard Windows drive.
- CF cards include a wide range of peripherals, including memory cards, modems, serial cards, bar code readers, and wireless devices.



CF wand bar code card

Your handheld computer features a CompactFlash Type II expansion slot, which can accept the original Type I (3.3 mm thick) and the Type II (5 mm thick) cards. CompactFlash Type I and II cards give your handheld computer additional capabilities, such as removable storage

Downloaded from www.Manualslib.com manuals search engine

or a second communications port.

Recommended CF Cards

In order to determine if a particular CompactFlash Type I or II card is compatible with your handheld computer's expansion slot, see the compatibility list at http://www.trgpro.com. CF cards on the list will have the appropriate power level and applicable drivers available for download. The list is updated on a regular basis to include the new CF cards being introduced into the market. The web site also contains links to the manufacturers of the recommended CF cards.

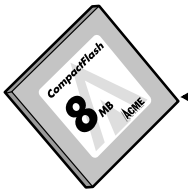
TRGpro Examples

The remainder of this chapter details two examples that demonstrate how CF cards can extend the capabilities of your TRGpro handheld computer.

- CF Memory Cards, CFpro, and CFBackup
- CF Modem Cards

CF Memory Cards, CFpro, and CFBackup

CF memory cards provide a means of secondary storage for your TRGpro handheld computer. Memory cards provide the capability to easily transfer digital information between your TRGpro handheld computer and your personal computer.



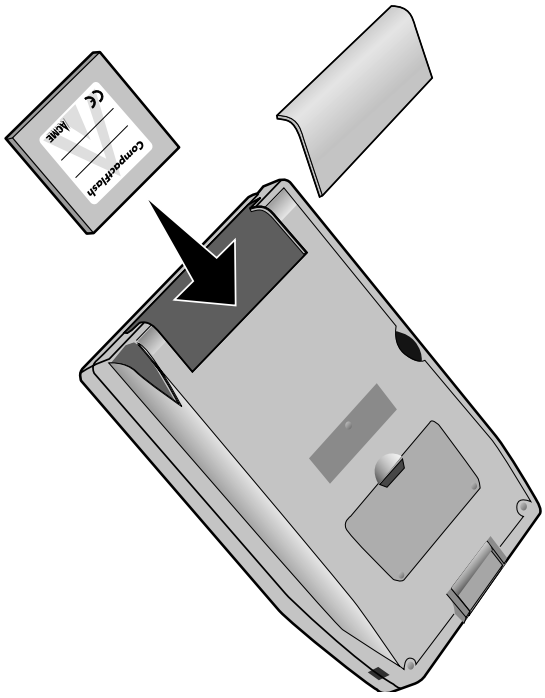
CompactFlash memory card

Your handheld computer includes two built-in applications to allow you to access a memory card in the CF expansion slot:

- CFpro
- CFBackup

Downloaded from www.Manualslib.com manuals search engine

Inserting and Removing Memory Cards



Inserting a CF memory card

1. Remove the CF card expansion slot door by pressing onto the fingernail recess and sliding the door from the unit.
2. Begin the process of sliding the memory card into the unit. Grip the card by its bottom edge, i.e., the edge opposite the connector side.
3. The grooved sides of the card will only allow it to be inserted into the slot one way. Place the card onto the rails of the slot and attempt to slide it into the unit. If the card does not slide, flip the card around, making sure the connector-side is still facing into the slot.
4. Slide the memory card all the way into the slot until it fully mates with the connector.
5. Replace the card expansion slot door by positioning the two tabs in the slot groove and pressing onto the fingernail recess to push the door locked.

Removing a CF Memory Card

1. Make sure the handheld computer is not currently copying information from the CF memory card.
2. Remove the CF card expansion slot door by pressing onto the

Downloaded from www.Manualslib.com manuals search engine

fingernail recess and pulling the door off.

3. Press your thumb against the outer edge of the CF memory card and slowly draw the card from the slot.
4. Replace the card expansion slot door by positioning the two tabs in the slot groove and pressing onto the fingernail recess to push the door locked.

Make sure you take precautions when handling a CF card. Never remove a card while your handheld computer is accessing it. Don't store the card near magnetic fields or electrostatic sources.

Downloaded from www.Manualslib.com manuals search engine

CFpro

CFpro is an application that lets you quickly and easily copy files between your TRGpro's memory and a CF memory card.

See http://www.trgpro.com for the most recent information on CF-pro.

In CFpro, you can do the following:

- Store less frequently used applications and large databases on removable CF media when they are not in use, freeing up system memory.
- Copy important data to nonvolatile CompactFlash memory.
- Transfer files between your handheld computer and a personal computer. CFpro implements an industry-standard file system used by Windows-based personal computers.

To launch CFpro:

1. Tap the Applications icon .
2. Continue tapping the Applications icon until the CFpro icon appears.
3. Tap the CFpro icon.

After CFpro is launched, the main RAM view is displayed. This view displays all files (programs and databases) currently in RAM. The list of files can be sorted by name, size, creator, or version.

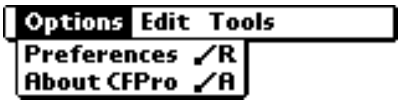
Tapping on the CF button will switch CFpro to CF view. This view displays all the applications and databases currently on the CF memory card.

CFpro menus, preferences, and options

CFpro menus are shown here for your reference. See “Using menus” in Chapter 1 for information about choosing menu commands.

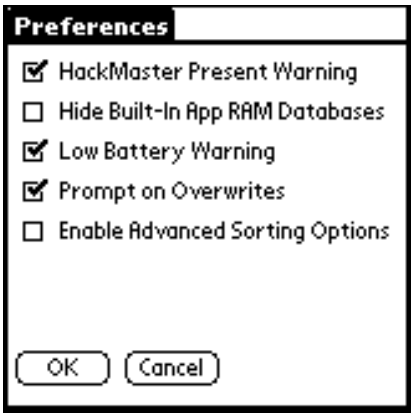
Downloaded from www.Manualslib.com manuals search engine

Options menu



Preferences	Displays a dialog box which allows you to set options for the operation of CFpro
About CFpro	Shows version information about CFpro

Preferences



Hackmaster Present Warning	If enabled, warns you if CFpro detects Hackmaster is installed. It is recommended that this option remain enabled.
Hide Built-In App RAM Databases.	If enabled, CFpro does not display the databases associated with the built-in apps, such as the Address Book or Date Book.
Low Battery Warning	If enabled, CFpro will warn you if the battery level is too low to safely perform CFpro copy operations.
Prompt on Overwrites	If enabled, CFpro will warn you before overwriting a file.

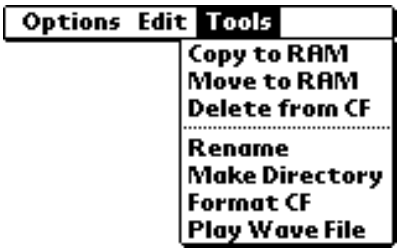
Downloaded from www.Manualslib.com manuals search engine

Edit menu

Select All — Selects all files in the current list. Individual files may then be unselected.

Unselect All — Unselects all files in the current list. Individual files may then be selected.

Tools menu



Tools Menu (when RAM view is selected)

Copy to RAM — Copies the selected files from the CF memory card to RAM. The original files remain on the CF memory card. This performs the same function as the Copy button.

Move to RAM — Moves the selected files from the CF memory card to RAM. The original files are deleted from the CF memory card.

Delete from CF — Deletes the selected files from the CF memory card.

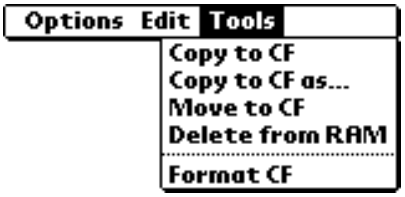
Rename — Prompts you for a new name for a selected file.

Make Directory — Creates a new directory on the CF memory card. Prompts you to enter the name for the directory.

Format CF — Formats the CF memory card. This will erase any data you have on the card. A new card must be formatted before it can be used.

Play WAV File — Plays a selected .WAV file from the card.

Downloaded from www.Manualslib.com manuals search engine

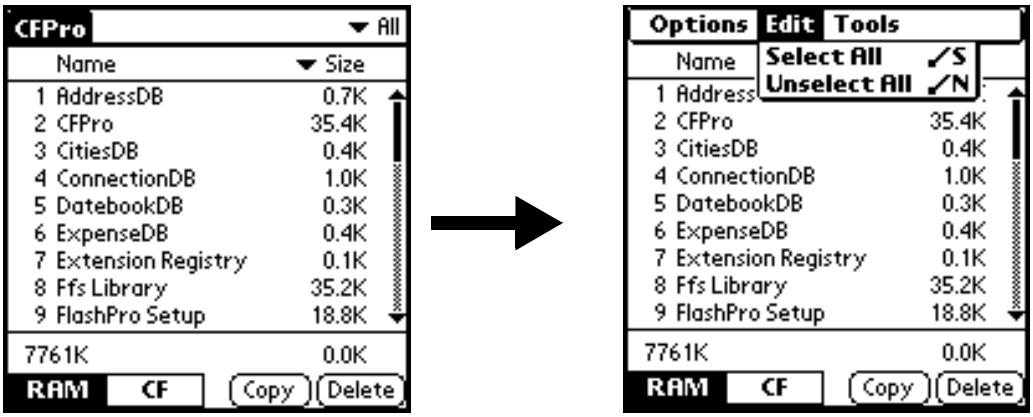


Tools Menu (when RAM view is selected)

Copy to CF	Copies the selected files from RAM to the CF memory card. The original files remain in RAM. This performs the same function as the Copy button.
Copy to CF as ...	Copies the selected files from RAM to the CF memory card, but prompts you for the filenames to use. The original files remain in RAM.
Move to CF	Moves the selected files from RAM to the CF memory card. The original files are deleted.
Delete from RAM	Deletes the selected files from RAM.
Format CF	Formats the CF memory card. This will erase any data you have on the card. A new card must be formatted before it can be used.

Example: Copying files using CFpro

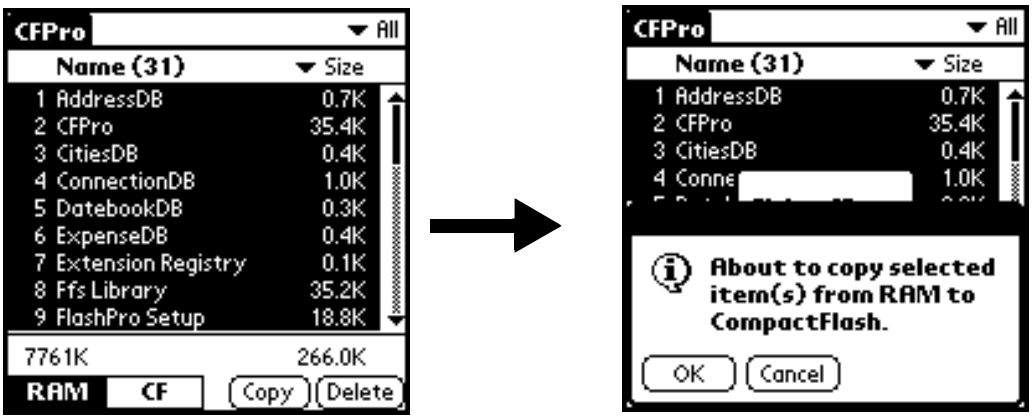
This section describes how to copy your applications and databases using CFpro. Begin by inserting a CF memory card into your handheld computer. The perform the following steps:



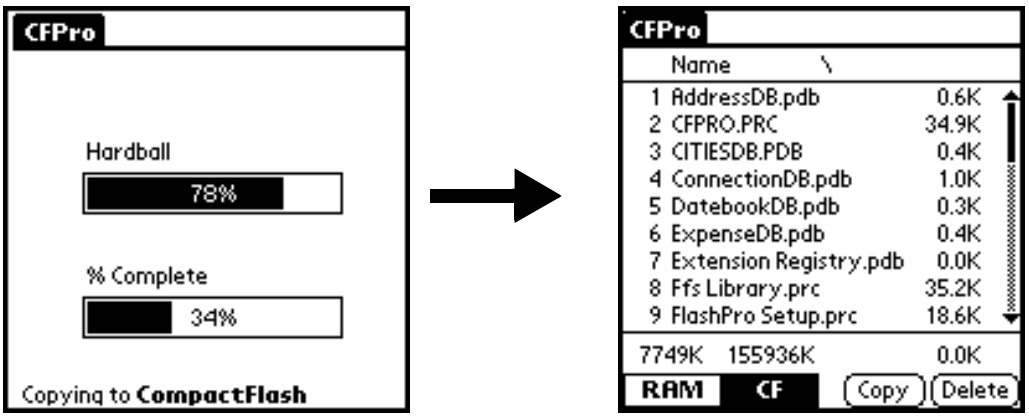
1. Launch CFpro. A list of the applications and databases in memory will be displayed.

Downloaded from www.Manualslib.com manuals search engine

2. Tap on the Menus icon.
3. Tap the Edit Menu.
4. Tap Select All to copy all of the files.



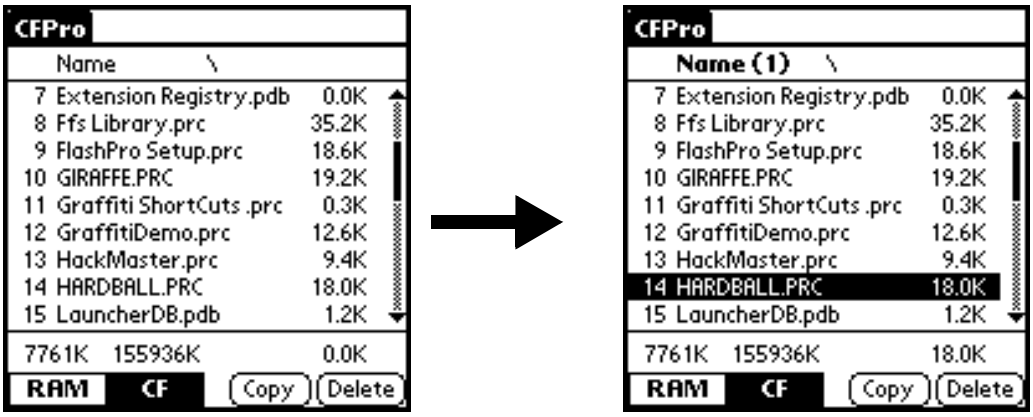
5. Tap the Copy button to begin.
6. A verification dialog will be displayed. Tap OK.



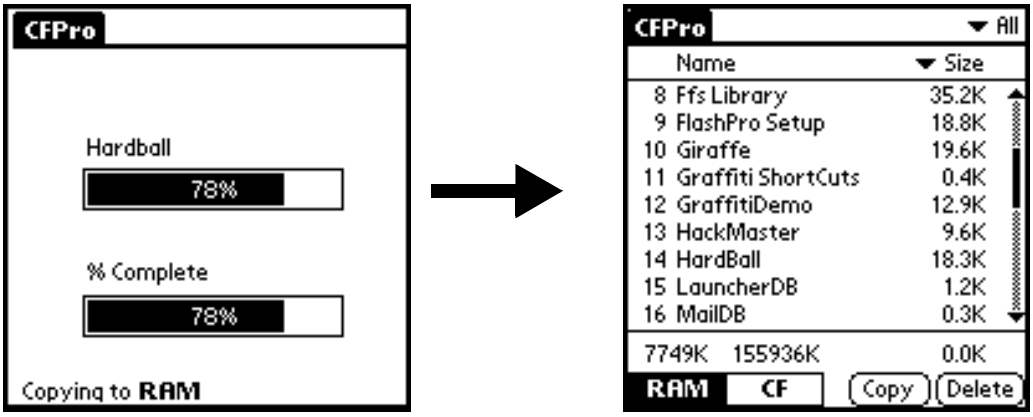
7. A progress gauge will be displayed during the copy process.
8. When complete, tap the CF button to verify that the files were successfully copied to the CF card.

Downloaded from www.Manualslib.com manuals search engine

If you want to copy an application or database back to RAM, perform these steps:



1. Tap the name of the application or database.
2. Tap the Copy button.



3. A process gauge will be displayed during the copy process.
4. Tap the RAM button to confirm the file was successfully copied to memory.

CFpro Notes

- **Setting Up Multiple Machines**. Some organizations may need to configure a number of TRGpro handheld computers with identical applications and databases. CFpro can be used to duplicate these files across multiple handheld computers.
- **Creating CompactFlash Apps**. It is possible to develop applications, such as document viewers, which take advantage of the CompactFlash file system. See the developers' section of http://www.trgpro.com for complete details.

Downloaded from www.Manualslib.com manuals search engine

■ **Using a Bootable CF Card**. It is possible to upgrade the Operating System (OS) of your handheld computer by using a specially formatted CF card. See the utilities section of http://www.trgpro.com for complete details.

Using a CF Card with your Personal Computer

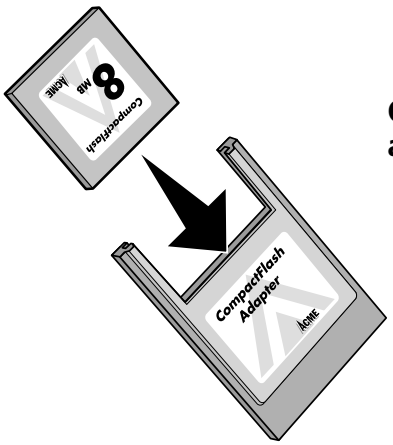
It is possible to access the applications and databases you copied to the CF memory card directly from a personal computer. In order to access these files, you will need a device attached to your personal computer which can read CF memory cards, such as one of the following:

■ PC Card (PCMCIA) slot with an adapter

■ Parallel Port CF reader

■ USB CF reader

Check with your CF card vendor for information on obtaining one of these devices.



CompactFlash memory card and PCMCIA Type II adapter

After the CF card has successfully been installed in one of these devices, the card can be accessed as a standard Windows drive. Click on its icon in the My Computer folder to see a listing of the files you copied from your handheld computer.

Downloaded from www.Manualslib.com manuals search engine

CFBackup

CFBackup is an application that lets you back up your entire TRGpro handheld computer to a CF memory card.

See http://www.trgpro.com for the most recent information on CF-Backup.

In CFBackup, you can do the following:

- Backup your important data even if you don't have access to a HotSync cradle and a personal computer.
- Store the backed data on a CF memory card separately from your TRGpro handheld computer.
- Use CFBackup to quickly restore your programs and databases if your handheld computer loses its data due to a battery failure.

To launch CFBackup:

1. Tap the Applications icon .
2. Continue tapping the Applications icon until the CFBackup icon appears.
3. Tap the CFBackup icon.

After CFBackup is launched, a list of Backup Sets currently on the CF memory card will be displayed.

To back up your data:

Tap on the Backup button to back up the entire contents of the TRGpro handheld computer. You will be prompted for the name of the Backup Set. You can either use the default name, which is derived from the current time and date, or you can enter a different name.

To restore your data:

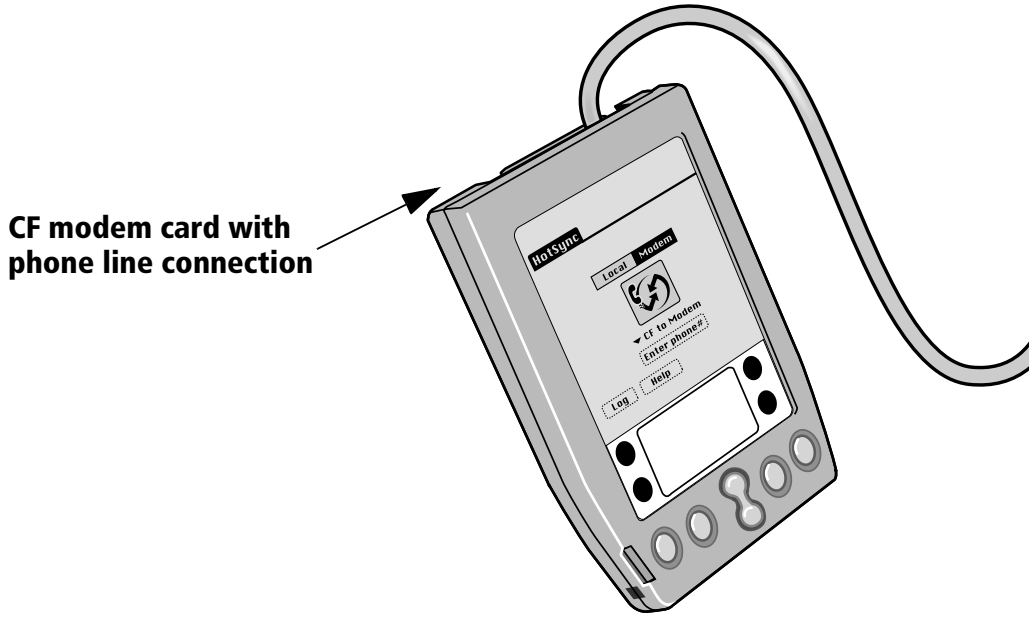
Tap on one of the listed Backup Sets to select it. Then tap the Restore button. A dialog box will warn you that RAM is about to be overwritten. If you are certain you have selected the correct Backup Set, tap OK to continue. After restoring the data, the unit will reset.

Downloaded from www.Manualslib.com manuals search engine

CF Modem Cards

While the original CF cards were memory cards used simply for digital storage, CF cards now include I/O devices such as serial cards, modems, and network cards. This section will examine how to configure your TRGpro handheld computer to use a CF modem to perform a HotSync operation.

Note: Before purchasing a CF modem, check the compatibility list at http://www.trgpro.com.



Conducting a HotSync operation via CF modem

You can use a CF modem to synchronize your handheld computer when you are away from your personal computer.

To perform a HotSync operation via modem you must complete the following steps:

- Connect a modem to your personal computer
- Configure the Palm Desktop software for use with your modem
- Install a CF modem in your handheld computer
- Configure the Connection Preferences on your handheld computer for use with the CF modem

Preparing your personal computer

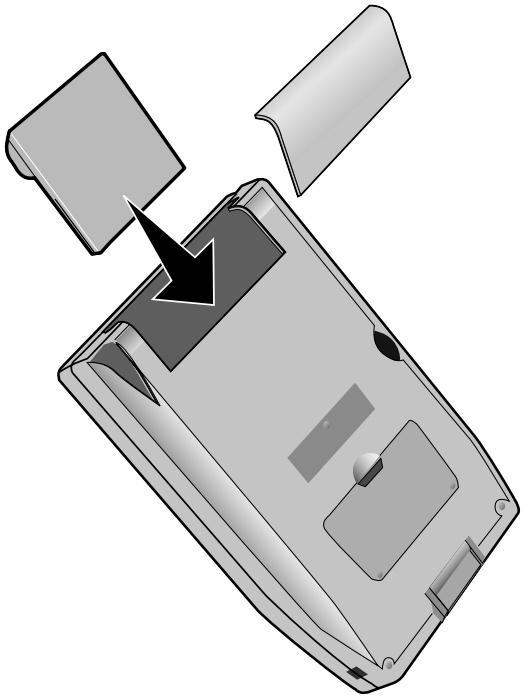
There are a number of steps you must perform to prepare your computer for any modem HotSync operation. These are detailed in

Downloaded from www.Manualslib.com manuals search engine

"Conducting a HotSync operation via modem" in Chapter 6 of this handbook.

Preparing your handheld computer

Inserting a CF modem card



1. Remove the CF card expansion slot door by pressing onto the fingernail recess and pulling the door off.
2. Begin the process of inserting the CF modem card into the unit. Grip the card by the edge opposite the connector side.
3. The grooved sides of the card will only allow it to be inserted into the slot one way. Place the card onto the rails of the slot and attempt to slide it into the unit. If the card does not slide, flip the card around, making sure the connector-side is still facing into the slot.
4. Slide the modem card all the way into the slot until it fully mates with the connector.
5. Set up the vendor-supplied cabling to create a connection to a standard telephone outlet.

Check your connection preferences:

1. In the Applications Launcher, tap the Preferences (Prefs) icon .

Downloaded from www.Manualslib.com manuals search engine

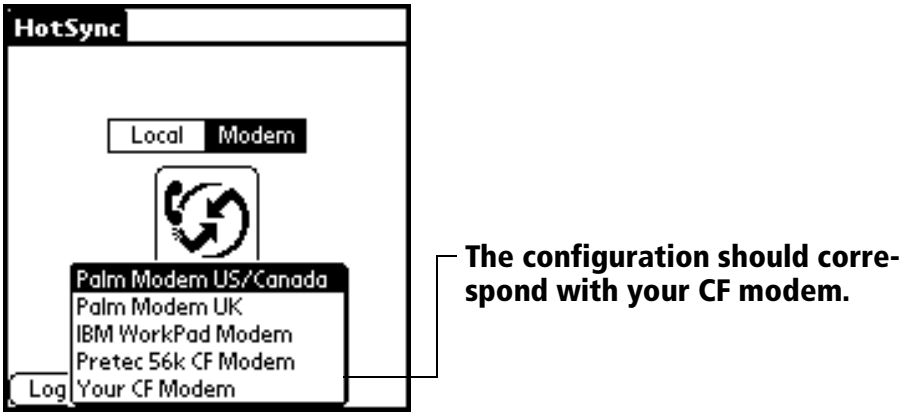
2. Tap the category pick list in the upper-right corner of the screen.
3. Tap Connection.

4. Make sure there is an available configuration which matches your CF modem. If not, you may need to load a plug-in for the device. Check the CF compatibility list at http://www.trgpro.com for more information on how to create a connection configuration.

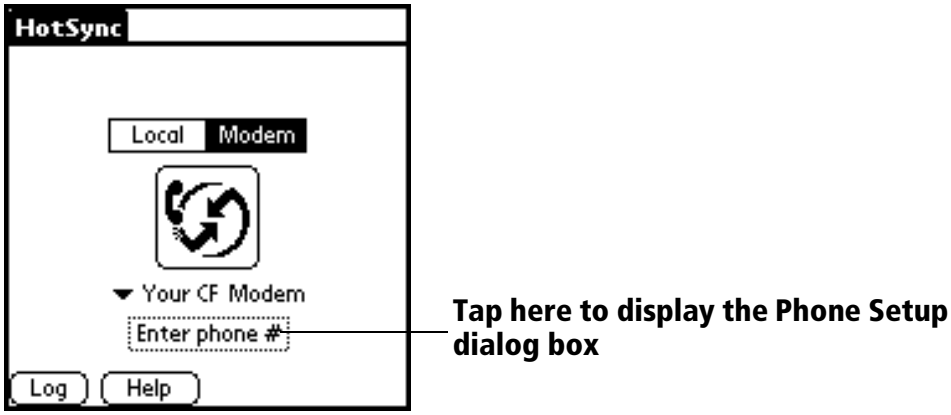
Downloaded from www.Manualslib.com manuals search engine

To perform the CF Modem HotSync operation:

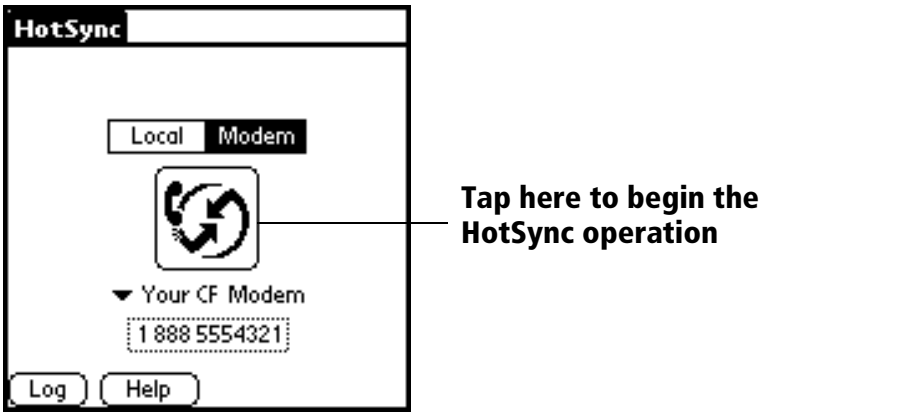
1. In the Applications Launcher, tap the HotSync icon.
2. Tap Modem.
3. Tap the pick list and select your CF modem configuration..



4. Tap Enter phone # to display the Phone Setup dialog box. See Chapter 6 for additional information.



5. Tap the modem HotSync icon to begin the HotSync operation.



Downloaded from www.Manualslib.com manuals search engine

6. Wait for the HotSync operation to complete. If you encounter any problems, see Appendix B.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Appendix A

Maintaining Your Handheld Computer

This chapter provides information on the following:

- Proper care of your handheld computer
- Prolonging battery life
- Resetting your handheld computer

Caring for your handheld computer

Your handheld computer is designed to be rugged and reliable and to provide years of trouble-free service. Please observe the following general tips when using your handheld computer:

- Take care not to scratch the screen of your handheld computer. Keep the screen clean. When working with your handheld computer, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the screen.
- Your handheld computer is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld computer as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of your handheld computer contains a glass element. Take care not to drop your handheld computer or subject it to any strong impact. Do not carry it in your back pocket: if you sit on it, the glass may break.
- Protect your handheld computer from temperature extremes. Do not leave it on the dashboard of a car on a hot day, and keep it away from heaters and other heat sources.
- Do not store or use your handheld computer in any location that is extremely dusty, damp, or wet.
- Use a soft, damp cloth to clean your handheld computer. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

Downloaded from www.Manualslib.com manuals search engine

Battery considerations

Please note the following considerations when replacing the batteries in your handheld computer:

- Under normal conditions, your batteries should provide several months of use. You can conserve battery life by minimizing the use of the backlight feature, and changing the Auto-off setting that automatically turns the handheld computer off after a period of inactivity. See "General preferences" in Chapter 7 for more information.
- If the batteries become low in the course of normal use, an alert appears on the screen describing the low battery condition. If this alert appears, perform a HotSync® operation to back up your data before you replace the batteries. This helps prevent accidental data loss.
- When replacing the batteries, begin by turning your handheld computer off (so there is no screen display). Never remove the batteries while your handheld computer is turned on.
- When replacing the batteries, always use good quality batteries of the same type. Use only alkaline batteries with your handheld computer.
- When you remove the batteries, the built-in backup power of your handheld computer maintains memory data **for a period of up to one minute.** Whenever you remove the batteries, replace them immediately. If you encounter any difficulties in the course of battery replacement, reinstall the original batteries and wait a few minutes for the backup power to recharge.
- If the batteries drain to the point where your handheld computer does not operate, it stores your data safely for about a month. In this case, there is enough residual energy in the batteries to store the data, but not enough to turn on your handheld computer. If your handheld computer does not turn on when you press the power button, you should replace the batteries immediately.
- If you leave drained batteries in your handheld computer for an extended period of time, you can lose all of the stored data. If this happens, replace the batteries and use the reset button to reset your handheld computer. (See "Resetting your handheld computer" later in this chapter for details.) After you reset your handheld computer, perform a HotSync operation to restore the data from your computer.

Downloaded from www.Manualslib.com manuals search engine

Resetting your handheld computer

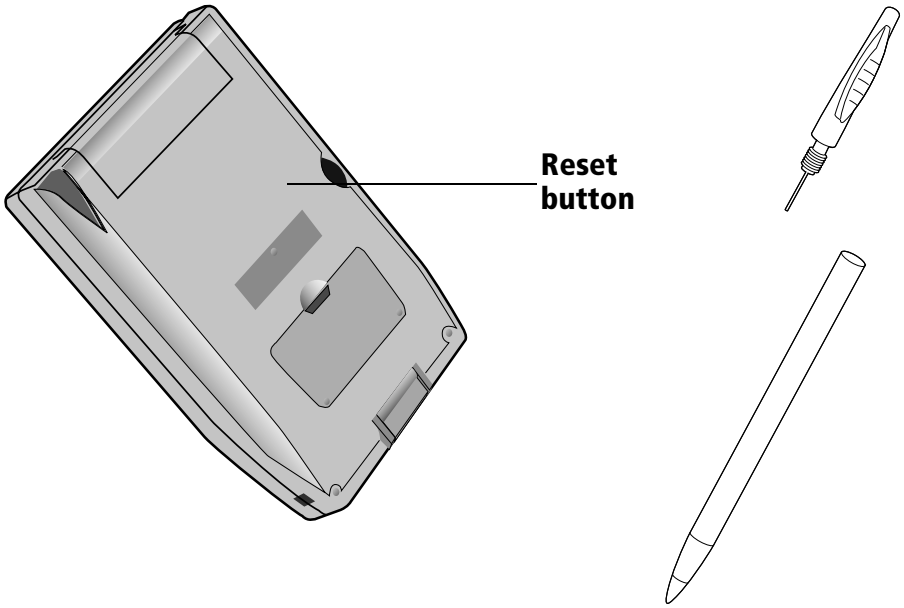
Under normal circumstances, you will not have to use the reset button. On rare occasions, however, your handheld computer may no longer respond to buttons or the screen. In this case, you need to perform a reset to get your handheld computer running again.

Performing a soft reset

A soft reset tells your handheld computer to stop what it's doing and start over again. All records and entries stored in your handheld computer are retained with a soft reset. After a soft reset, the Welcome screen appears, followed by the General Preferences screen (to set time and date).

To perform a soft reset:

- Use the reset tip tool, or the tip of an unfolded paper clip (or similar object *without* a sharp tip), to gently press the reset button inside the hole on the back panel of your handheld computer.



Tip: Some handheld computers include a metal and plastic stylus with a reset tip inside. To use it, unscrew the metal barrel from the stylus quill.

Downloaded from www.Manualslib.com manuals search engine

Performing a hard reset

With a hard reset, all records and entries stored in your handheld computer are erased. Never perform a hard reset unless a soft reset does not solve your problem.

Note: You can restore any data previously synchronized with your computer during the next HotSync operation.

To perform a hard reset:

1. Hold down the power button on the front panel of the handheld computer.
2. While holding down the power button, use the reset tip tool or an unfolded paper clip (or similar object *without* a sharp tip) to gently press the reset button.
3. Release the power button.
4. When a message appears on the handheld computer screen warning that you are about to erase all the data stored on your handheld computer, do one of the following:

   Press the upper half of the scroll button on the front panel of the handheld computer to complete the hard reset and display the Digitizer screen.

   Press any other button to perform a soft reset.

Note: With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

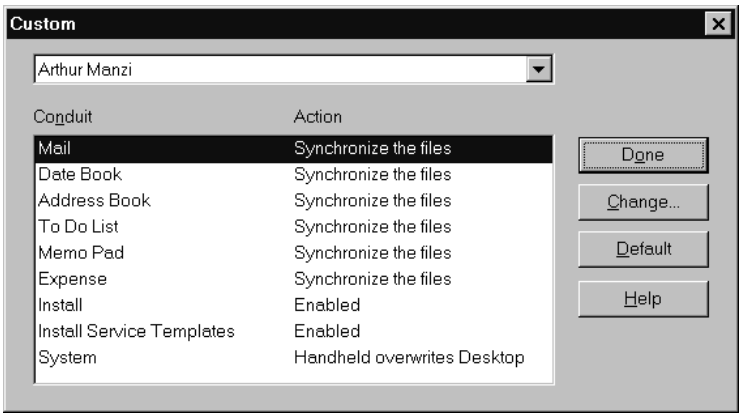
To restore your data after a hard reset:

1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).

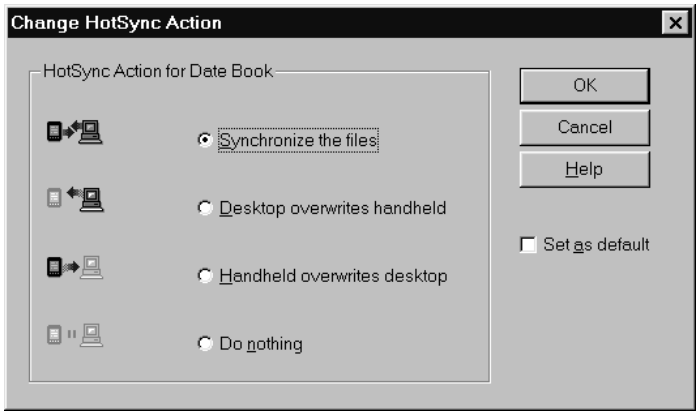
   Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, choose Custom.

Downloaded from www.Manualslib.com manuals search engine



3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.



6. Select Desktop overwrites handheld.

   Note: Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings.

7. Click OK.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click Done to activate your settings.
10. Perform a HotSync operation.

Downloaded from www.Manualslib.com manuals search engine

Downloaded from www.Manualslib.com manuals search engine

Appendix B

Frequently Asked Questions

If you encounter a problem with your handheld computer, do not call Technical Support until you have reviewed the following list of frequently asked questions, and you have also reviewed the following:

- The README file and HelpNotes located in the folder where you installed the Palm™ Desktop software on your computer (or on your installation CD or diskettes)
- The Palm Desktop online Help
- The most recent TRGpro handheld computer information at http://www.trgpro.com

If you are still having problems, contact Technical Support. Information on contacting technical support can be found at http://www.trgpro.com.

Note: If you have a third-party application which appears to be running incorrectly with the most recent version of the Palm OS, *please contact the third-party developer or publisher to see if they offer an updated version of their application.*

Software installation problems

Problem	Solution
When I install Palm Desktop software I get an error that a modem is attached to my serial port, but there is no modem attached.	Take your handheld computer out of the cradle and install again.

Downloaded from www.Manualslib.com manuals search engine

Operating problems

Problem	Solution
My handheld computer won't turn on.	Try each of these in turn: ■ Adjust the contrast control. ■ Make sure the batteries are installed properly. ■ Replace the batteries. If your handheld computer still does not operate, try a soft reset; see Appendix A.
I replaced the batteries, but I am still getting a low battery warning.	The battery warning message may appear immediately after replacing the batteries. Also, if you check the battery gauge in the Applications Launcher *immediately* after replacing the batteries, the gauge may start at "empty" and slowly rise to "full." This is normal. It takes a few minutes for the battery gauge to accurately show the condition of the batteries.
I get a warning message telling me my handheld computer memory is full.	■ Purge Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your handheld computer. See "Purging records" in Chapter 4. You may need to perform a HotSync® operation to recover the memory. ■ Delete unused memos and records. If necessary, you can save these records. See "Deleting records" in Chapter 4. ■ If you have installed additional applications on your handheld computer, remove them to recover memory. See "Removing applications" in Chapter 3.

Downloaded from www.Manualslib.com manuals search engine

My handheld computer keeps turning itself off.	Your handheld computer is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes. Check the Auto-off setting. See "General preferences" in Chapter 7.
My handheld computer is not making any sounds.	Check the System Sound setting. See "General preferences" in Chapter 7.
My handheld computer has frozen.	Perform a soft reset. See "Resetting your handheld computer" in Appendix A.
I don't see anything on my handheld computer's screen.	■ Change the contrast settings. ■ Replace the batteries.

Tapping and writing problems

Problem	Solution
When I tap the buttons or screen icons, it activates the wrong feature.	Calibrate the screen. See "Digitizer preferences" in Chapter 7.
When I tap the Menu icon , nothing happens.	Not all applications or screens have menus. Try changing to a different application.

Downloaded from www.Manualslib.com manuals search engine

I can't get my handheld computer to recognize my handwriting.	■ For your handheld computer to recognize hand-writing input with the stylus, you need to use Graffiti® writing. See "Using Graffiti writing to enter data" in Chapter 2. ■ Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen. ■ Write Graffiti strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area. ■ Make sure that Graffiti is not shifted into extended or punctuation modes. See "Using Graffiti writing to enter data" in Chapter 2. ■ See "Graffiti tips" in Chapter 2 for tips on increasing your accuracy when you write Graffiti characters.

Application problems

Problem	Solution
I tapped the Today button, but it does not show the correct date.	Your handheld computer is not set to the current date. Make sure the Set Date box in the General Preferences screen displays the current date. See "General preferences" in Chapter 7 for more information.
I know I entered some records, but they do not appear in the application.	■ Check the Categories pick list (upper-right corner of the screen). Choose All to display all of the records for the application. ■ Check Security and make sure that the Private Records setting is set to Show private records. ■ In To Do List, tap Show and check whether Show Only Due Items is selected.

Downloaded from www.Manualslib.com manuals search engine

I am having problems listing memos the way I want to see them.	■ If you cannot manually arrange the order of the memos in the List screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual. ■ If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your handheld computer still appear in the order defined in the Memo Preferences setting. In other words, the sort settings that you use with Palm Desktop software *are not* transferred to your handheld computer.
I created an event in Date Book, but it doesn't appear in the Week View.	In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View for the particular day to see the overlapping events.

Downloaded from www.Manualslib.com manuals search engine

HotSync problems

Problem	Solution
I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?	■ Check the Windows system tray to make sure the HotSync Manager is running. If it is not, open Palm Desktop software. ■ Click the HotSync Manager, choose Setup and click the Local tab. Check that the Serial Port setting displays the correct COM port where your cradle is attached. ■ Make sure the cradle is connected securely.
I did a HotSync operation, but one of my applications did not synchronize.	■ Click the HotSync Manager and choose Custom. Check that the correct conduit is active.
I cannot launch the HotSync Manager.	■ Make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box. ■ Reinstall the Palm Desktop software.

Downloaded from www.Manualslib.com manuals search engine

I tried to do a local HotSync operation, but it did not complete successfully.	Try each of these in turn: ■ Make sure HotSync Manager is running. If HotSync Manager is running, exit and restart it. ■ Make sure you selected Local from the HotSync Manager menu or the Palm Desktop software menu. ■ Check the cable connection between the cradle and the serial port on your computer. ■ Make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the cradle. ■ Try a lower baud rate setting on the Local tab in the Setup dialog. ■ Make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box. ■ Read the HotSync Log for the user account for which you are performing a HotSync operation. ■ Make sure your handheld computer is seated in the cradle correctly. ■ Make sure the gold-plated connectors on the cradle and your handheld computer are clean. Use a pencil eraser to clean them.

Downloaded from www.Manualslib.com manuals search engine

I tried to do a modem HotSync operation, but it did not complete successfully.

Check the following on your computer:

- Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.
- Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.
- Make sure Modem is checked in the HotSync Manager menu.
- Make sure the modem you are using with your handheld computer has an on-off switch. Your handheld computer cannot "wake up" a modem that has an auto-off feature.
- Make sure the modem is connected properly to a serial port on your computer and is connected to the incoming phone line.
- Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.
- Confirm that the Speed setting in the Setup dialog box works for your modem.
- If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.
- Make sure you are not running another program, such as WinFax, CompuServe, or America Online, that uses the serial port you selected in the Setup dialog box.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

Downloaded from www.Manualslib.com manuals search engine

I tried to do a modem HotSync operation, but it did not complete successfully. (continued)	Check the following on your handheld computer: ■ Confirm that the telephone cable is securely attached to your modem. ■ Make sure the dialing instruction dials the correct phone number. ■ If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your handheld computer and entered the correct code. ■ If the telephone line you are using has Call Waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your handheld computer and entered the correct code. ■ Make sure the telephone line you are using is not noisy, which can interrupt communications. ■ If you are using an external modem, make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.) ■ Check the batteries in your modem and replace them if necessary.

Downloaded from www.Manualslib.com manuals search engine

Beaming problems

Problem	Solution
I cannot beam data to another handheld computer.	■ Confirm that your handheld computer and the other Palm Computing platform device are between ten centimeters (approximately 4") and one meter (approximately 39") apart, and that the path between the two devices is clear of obstacles. Beaming distance to other devices may be different. ■ Move your handheld computer closer to the receiving device. ■ Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.
When someone beams data to my handheld computer, I get a message telling me it is out of memory.	■ Your handheld computer requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free. ■ Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.

Downloaded from www.Manualslib.com manuals search engine

Password problems

Problem	Solution
I forgot the password, and my handheld computer is not locked.	You can use Security to delete the password. If you do this, your handheld computer deletes all entries marked as private. You can, however, perform a HotSync operation *before* you delete the password: the HotSync process backs up all entries, whether or not they are marked private. In this case, the following procedure restores your private entries and lets you access them: 1. Use the Palm Desktop software and the cradle to synchronize your data. 2. Tap Forgotten Password in Security to remove the password and delete all private records. 3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your handheld computer.
I forgot the password and my handheld computer is locked.	■ If you assign a password and lock your handheld computer, you must perform a hard reset to continue using your handheld computer. See "Performing a hard reset" in Appendix A for more information.

Downloaded from www.Manualslib.com manuals search engine

Technical support

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

- The name and version of the operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of organizer software you are using and available memory

To find information about the version of your OS and applications:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Info.

Note: Thousands of third-party add-on applications have been written for Palm Computing platform devices. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

4. Tap Version to see version numbers, and tap Size to see the amount of free memory, in kilobytes.

To find information about your TRGpro system:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap System Info.

Downloaded from www.Manualslib.com manuals search engine

Appendix C

Non-ASCII Characters for Login Scripts

The following information enables you to create custom login scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom login script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If you send ^*char*, and the ASCII value of *char* is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

For example, ^M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing.

For example, the string "Joe^M" transmits Joe, followed by a carriage return.

Carriage return and line feed

You may include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr>	Sends or receives a carriage return
<lf>	Sends or receives a line feed

For example, the string "waitfor Joe<cr><lf>" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

Downloaded from www.Manualslib.com manuals search engine

Literal characters

The backslash (\ ) character defines that the *next character* is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

\^	Includes a caret as part of the string
\<	Includes a < as part of the string
\\	Includes a backslash as part of the string

Downloaded from www.Manualslib.com manuals search engine

Warranty and Other Product Information

TRG Products Limited Warranty

HARDWARE: TRG Products, Inc. ("TRG Products") warrants to the original end user ("Customer") that this product will be free from defects in workmanship and materials, for one year from the date of original purchase from TRG Products or its authorized re-seller. The provisions of this warranty shall not apply if, in TRG Products, Inc. judg-ment, the product has been subject to misuse or neglect, improper installation, damaged in an accident, or repaired or altered in any way that adversely affect its performance and reliability. TRG Products' sole obligation under this express warranty shall be, at TRG Products' option, to replace the prod-uct or part with a comparable product or part, repair the product or part, or if neither repair nor replacement is reasonably avail-able, TRG Products may, in its sole discretion, refund to Customer the purchase price paid for the product or part. Replacement products or parts may be new or recondi-tioned. TRG Products warrants any replaced or repaired product or part, and any hard-ware upgrade to which Customer is entitled under an agreement between Customer and TRG Products, for a period of ninety (90) days from shipment, or through the end of the original warranty, whichever is longer. All products or parts that are replaced be-come the property of TRG Products. This warranty does not cover products sold AS IS or WITH ALL FAULTS.

SOFTWARE: TRG Products warrants to Customer that the software will perform in substantial conformance to their program specifications, for a period of ninety (90) days from the date of original purchase from TRG Products or its authorized reseller. TRG Products warrants the media containing software against failure during the warranty period. No updates are provided. TRG Products does not provide any warranty for Adobe® Acrobat® Reader or any other third-party applications software that is li-censed to Customer by the third party. TRG Products' sole obligation with respect to this express warranty shall be (at TRG Products' discretion) to refund the purchase price paid by Customer for any defective software product, or to replace any defective media. TRG Products makes no warranty or representation that the software prod-ucts will meet Customer's requirements or will work in combination with any hardware or ap-plications software products provided by third parties, that the operation of the soft-ware products will be uninterrupted or error free, or that all defects in the software products will be corrected.

OBTAINING WARRANTY SERVICE: Customer must contact TRG Products within the applicable warranty period to obtain warranty service authorization. Dated proof of original purchase from TRG Products or its authorized reseller will be required. TRG Products is not responsible for Customer products or parts received without a warranty service authorization.

TRG Products, Inc. shall not be responsible for Customer's software, firmware, informa-tion, or memory data contained in, stored on, or integrated with any products returned to TRG Products for repair, whether under warranty or not.

Products or parts shipped by Customer to TRG Products must be sent prepaid and

Downloaded from www.Manualslib.com manuals search engine

packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package.

THIS WARRANTY SHALL NOT BE EXTENDED, ALTERED OR VARIED EXCEPT BY A WRITTEN INSTRUMENT DULY SIGNED BY TRG PRODUCTS, INC.

WARRANTIES EXCLUSIVE. IF THIS PRODUCT DOES NOT OPERATE AS WARRANTED ABOVE, CUSTOMER'S SOLE REMEDY FOR BREACH OF THAT WARRANTY SHALL BE REPLACEMENT OR REPAIR OF THE PRODUCT OR PART OR REFUND OF THE PURCHASE PRICE PAID, AT TRG PRODUCTS' OPTION. **THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES (OR CONDITIONALS), EXPRESS OR IMPLIED, INCLUDING (WITHOUT LIMITATION), ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE.** TRG PRODUCTS SHALL NOT BE LIABLE FOR LOSS OF PROFITS OR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES WHICH THE PURCHASER MAY SUSTAIN. IN NO EVENT SHALL TRG PRODUCTS' LIABILITY EXCEED THE PURCHASE PRICE OF THE DEFECTIVE PRODUCT. TRG PRODUCTS NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE OR USE OF ITS PRODUCTS.

TRG PRODUCTS SHALL NOT BE LIABLE UNDER THIS WARRANTY IF ITS TESTING AND EXAMINATION DISCLOSE THAT THE ALLEGED DEFECT OR MALFUNCTION IN THE PRODUCT DOES NOT EXIST OR WAS CAUSED BY CUSTOMER'S OR ANY THIRD PERSON'S MISUSE, NEGLECT, IMPROPER INSTALLATION OR TESTING, UNAUTHORIZED ATTEMPTS TO OPEN, REPAIR, OR MODIFY THE PRODUCT, OR ANY OTHER CAUSE BEYOND THE RANGE OF THE INTENDED USE, OR BY ACCIDENT, FIRE, LIGHTNING, OTHER HAZARDS, OR ACTS OF GOD. THIS WARRANTY DOES NOT COVER PHYSICAL DAMAGE TO THE SURFACE OF THE PRODUCT, INCLUDING CRACKS OR SCRATCHES ON THE LCD TOUCHSCREEN OR OUTSIDE CASING. THIS WARRANTY DOES NOT APPLY WHEN THE MALFUNCTION RESULTS FROM THE USE OF THIS PRODUCT IN CONJUNCTION WITH ACCESSORIES, OTHER PRODUCTS, OR ANCILLARY OR PERIPHERAL EQUIPMENT AND TRG PRODUCTS DETERMINES THAT THERE IS NO FAULT WITH THE PRODUCT ITSELF. THIS WARRANTY DOES NOT APPLY TO ANY MALFUNCTION OR FAILURE OF THE PRODUCT OR PART DUE TO ANY COMMUNICATION SERVICE CUSTOMER MAY SUBSCRIBE TO OR USE WITH THE PRODUCT.

LIMITATION OF LIABILITY: TO THE FULL EXTENT ALLOWED BY LAW, TRG PRODUCTS ALSO EXCLUDES FOR ITSELF AND ITS SUPPLIERS ANY LIABILITY, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE), FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOSS OF REVENUE OR PROFITS, LOSS OF BUSINESS, LOSS OF INFORMA-TION OR DATA, OR OTHER FINANCIAL LOSS ARISING OUT OF OR IN CONNEC-TION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, PERFORMANCE, FAILURE, OR INTERRUPTION OF THIS PRODUCT, EVEN IF TRG PRODUCTS OR ITS AUTHORIZED RESELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND LIMITS ITS LIABILITY TO REPLACEMENT, REPAIR, OR REFUND OF THE PURCHASE PRICE PAID, AT TRG PRODUCTS' OPTION. THIS DISCLAIMER OF LIABILITY FOR DAMAGES WILL NOT BE AFFECTED IF

Downloaded from www.Manualslib.com manuals search engine

ANY REMEDY PROVIDED HERE-IN SHALL FAIL OF ITS ESSENTIAL PURPOSE.

DISCLAIMER: Some countries, states, or provinces do not allow the exclusion or limitation of implied warranties or the limitation of incidental or consequential damages for certain products supplied to consumers, or the limitation of liability for personal injury, so the above limitations and exclusions may be limited in their application to you. When the implied warranties are not allowed to be excluded in their entirety, they will be limited to the duration of the applicable written warranty. This warranty gives you specific legal rights which may vary depending on local law.

GOVERNING LAW: This Limited Warranty shall be governed by the laws of the State of Iowa, U.S.A. excluding its conflicts of laws principles and excluding the United Nations Convention on Contracts for the International Sale of Goods.

TRG Products, Inc.
2851 104th St.
Des Moines, IA 50322
(515) 252-7522

Downloaded from www.Manualslib.com manuals search engine

TRG Products End User Software License Agreement

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS BEFORE USING, RESELLING, OR EXPORTING THIS PRODUCT. IT CONTAINS SOFTWARE, THE USE OF WHICH IS LICENSED BY TRG PRODUCTS, INC. ("TRG PRODUCTS"), TO ITS CUSTOMERS FOR THEIR USE ONLY AS SET FORTH BELOW. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, DO NOT USE, RESELL OR EXPORT THE SOFTWARE. USING, RESELLING OR EXPORTING ANY PART OF THE SOFTWARE INDICATES THAT YOU ACCEPT THESE TERMS. IF YOU DO NOT AGREE WITH THESE TERMS, IMMEDIATELY RETURN THE PRODUCT TO THE POINT OF PURCHASE AND OBTAIN A REFUND FROM THE PARTY FROM WHOM YOU PURCHASED THE PRODUCT. IF YOU ARE UNABLE TO LOCATE THE RETAILER FROM WHOM YOU PURCHASED THE PRODUCT, IMMEDIATELY CONTACT TRG PRODUCTS, FOR POSSIBLE ASSISTANCE IN LOCATING YOUR RETAILER.

LICENSE: TRG Products grants you a nonexclusive license to use its accompanying software program(s) (the "Software") subject to the terms and restrictions set forth in this License Agreement. You are not permitted to lease or rent (except under separate mutually agreeable terms set forth in writing), distribute or sublicense the Software or to use the Software in a time-sharing arrangement or in any other unauthorized manner. Further, no license is granted to you in the human readable code of the Software (source code). Except as provided below, this License Agreement does not grant you any rights to patents, copyrights, trade secrets, trademarks, or any other rights in respect to the Software.

The Software is licensed to be used on any TRG Products device, provided that the Software is used only in connection with TRG Products' devices. With respect to the Device Software, you may use such Software only on one (1) TRG Products device. Otherwise, the Software and supporting documentation may be copied only as essential for backup or archive purposes in support of your use of the Software as permitted hereunder. You must reproduce and include all copyright notices and any other proprietary rights notices appearing on the Software on any copies that you make.

Notwithstanding any other provision of this License Agreement, this License Agreement shall not be deemed to apply to 3Com software, Adobe® Acrobat® Reader software, or any other software licensed to you by third parties.

NO ASSIGNMENT; NO REVERSE ENGINEERING: You may transfer the Software and this License Agreement to another party if the other party agrees in writing to accept the terms and conditions of this License Agreement. If you transfer the Software, you must at the same time either transfer all copies of the Software as well as the supporting documentation to the same party or destroy any such materials not transferred. Except as set forth above, you may not transfer or assign the Software or your rights under this License Agreement.

Modification, reverse engineering, reverse compiling, or disassembly of the Software is expressly prohibited. However, if you are a European Community ("EC") resident, in-

Downloaded from www.Manualslib.com manuals search engine

formation necessary to achieve interoperability of the Software with other programs within the meaning of the EC Directive on the Legal Protection of Computer Programs is available to you from TRG Products upon written request.

EXPORT RESTRICTIONS: You agree that you will not export or re-export the Software or accompanying documentation (or any copies thereof) or any products utilizing the Software or such documentation in violation of any applicable laws or regulations of the United States or the country in which you obtained them.

The software covered by this agreement may contain strong data encryption code which cannot be exported outside of the U.S. or Canada. You agree that you will not export/reexport, either physically or electronically, the encryption software or accompanying documentation without obtaining written authorization from the U.S. Department of Commerce.

TRADE SECRETS; TITLE: You acknowledge and agree that the structure, sequence and organization of the Software are the valuable trade secrets of TRG Products and its suppliers. You agree to hold such trade secrets in confidence. You further acknowledge and agree that ownership of, and title to, the Software and all subsequent copies thereof regardless of the form or media are held by TRG Products and its suppliers.

UNITED STATES GOVERNMENT LEGEND: The Software is commercial in nature and developed solely at private expense. The Software is delivered as "Commercial Computer Software" as defined in DFARS 252.227-7014 (June 1995) or as a commercial item as defined in FAR 2.101(a) and as such is provided with only such rights as are provided in this License Agreement, which is TRG Product's standard commercial license for the Software. Technical data is provided with limited rights only as provided in DFAR 252.227-7015 (Nov. 1995) or FAR 52.227-14 (June 1987), whichever is applicable.

TERM AND TERMINATION: This License Agreement is effective until terminated. You may terminate it at any time by destroying the Software and documentation together with all copies and merged portions in any form. It will also terminate immediately if you fail to comply with any term or condition of this License Agreement. Upon such termination you agree to destroy the Software and documentation, together with all copies and merged portions in any form.

GOVERNING LAW: This License Agreement shall be governed by the laws of the State of Iowa as such laws are applied to agreements entered into and to be performed entirely within Iowa between Iowa residents and by the laws of the United States. You agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is hereby excluded in its entirety from application to this License Agreement.

LIMITED WARRANTY; LIMITATION OF LIABILITY: All warranties and limitations of liability applicable to the Software are as stated in this document. Such warranties and limitations of liability are incorporated herein in their entirety by this reference.

SEVERABILITY: In the event any provision of this License Agreement is found to be invalid, illegal or unenforceable, the validity, legality and enforceability of any of the remaining provisions shall not in any way be affected or impaired and a valid, legal and enforceable provision of similar intent and economic impact shall be substituted there-

Downloaded from www.Manualslib.com manuals search engine

for.

ENTIRE AGREEMENT: This License Agreement sets forth the entire understanding and agreement between you and TRG Products, supersedes all prior agreements, whether written or oral, with respect to the Software, and may be amended only in a writing signed by both parties.

TRG Products, Inc.
2851 104th St.
Des Moines, IA 50322
(515) 252-7522

Downloaded from www.Manualslib.com manuals search engine

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

Caution: Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

CE

Canadian RFI Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

Downloaded from www.Manualslib.com manuals search engine

DECLARATION OF CONFORMITY

according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: TRG Products, Inc.

Manufacturer's Address: 2851 104th St., Suite H,
Des Moines, IA 50322

declares that the product

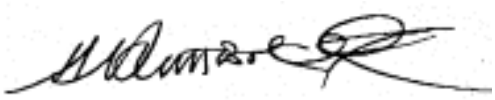
Product Name: TRGpro handheld computer

Model Number TRGpro 8022A

conforms to the following standards or other normative documents:

Electromagnetic Emissions (by Council Directive 89/336/EEC)	EN 55022:1994, Class B
Electromagnetic Immunity (by Council Directive 89/336/EEC)	EN 50082-1:1997

Supplementary Information: None



Des Moines, IA, USA
15 Oct. , 1999

Martin J. Wittrock,
EMC Coordinator

Downloaded from www.Manualslib.com manuals search engine

Index

A

ABA (Address Book archive file) 36
Accented characters
    Graffiti writing 32
    onscreen keyboard 35
Add-on applications 42–45
Address Book
    If Found Call entry 90
    adding custom fields 93
    archive files (.aba) 36
    business card for beaming 140
    categorizing records 63
    conduit for synchronizing 146
    creating records 57, 89–90
    deleting records 59
    displaying category 92
    displaying data in the Address List 91
    finding records 67–68
    fonts 75
    menus 92
    notes for records 74
    opening 53
    overview 53
    pressing button to beam information 141
    private records 74
    sorting records 71
Alarm
    preset 88
    setting 80
    sound 88, 171, 223
    for untimed events 81
Alphabet
    Graffiti writing 28
    onscreen keyboard 11, 16
Application buttons 5, 12, 52, 53, 54, 55, 141, 166
Applications
    Address Book 53
    beaming 141
    Calculator 55
    categories 39–40
    Date Book 52
    Expense 56
    font style 75
    installing 42–44
    Memo Pad 55
    opening 13
    preferences for 41
    removing 45
    security 47
    size in kilobytes 232
    To Do List 54
    version of 232
    viewing as icons 40
    viewing as list 40
    See also Add-on applications
Applications Launcher 12–13, 39–41
Archive files
    importing data from 36
    for main applications 36
    saving deleted records 59
    saving purged records 60
Automatic fill, in Expense 113
Auto-off delay 170
Autotext. *See* Graffiti ShortCuts

B

Backlight 6, 167
Batteries
    battery door 9
    installing 9
Battery
    conserving power 170
    gauge 12
BCC (blind carbon copy) 125
Beaming information 140–141
    location of IR port 8
    pen stroke to activate 168
    problems with 230
Beaming. *See* Infrared
Bold font for text 75
Brightness Control 8
Business card for beaming 140
Buttons preferences 166

Downloaded from www.Manualslib.com manuals search engine

C

Calculator
buttons explained 102
memory 102
opening 56
overview 55
recent calculations 56, 102
Calibration 10, 168, 223
Call Waiting, disabling 150, 184
Calling card, using in phone settings 151, 185
Capital letters (Graffiti writing) 29
Caring for the organizer 215
Categories
application 39–40
assigning records to 63–64
beaming 141
creating 65
default 63
displaying 64, 92, 224
folders for e-mail 131
merging 66
renaming 65
using in Applications Launcher 40
cc:Mail 116
CF memory card 197, 198
CF modem card 209
CFPro 201
Chain calculations 102
Characters, Graffiti 25
Check boxes 11
Clearing Calculator entries 102
COM port. *See* Serial port
COM ports 156, 157
Combining categories 66
Comma delimited files, importing data from 36
Command buttons 11
Command equivalents (Graffiti writing) 14
CompactFlash 197
Compressing Day view 87
Conduits
for connecting to PIMs 24
for modem HotSync operations 151
for synchronizing applications 226, 146–147, 219
Confirming e-mail 127
Conflicting events 84
Connecting
service templates 186
to server or ISP 186
Connection Preferences screen 175
Connections
configurations 175–176
Continuous events
deleting from Date Book 59
scheduling 81
Contrast Control 8
Copying text 58
Country default setting 169
Cover 7
Cradle
connecting to computer 9
for local HotSync operations 61
Cradle HotSync operations 159
Creating
Address Book entries 89–90
categories 39–40, 65
currency symbols 107
custom fields in Address Book 93
Date Book events 76
e-mail 120–122
Expense items 104
expense reports in Excel 109–112
memos 99
notes for records 74
records 57
To Do List items 94
Currency
default 113
defining 107
for Expense items 106
Current date 20, 224
Current time 12
displaying in Date Book 83
setting 19
Custom currencies and symbols 107
Custom fields in Address Book 93
Customizing. *See* Preferences

Downloaded from www.Manualslib.com manuals search engine

Cutting text 58
Cycling through views 52, 53, 54, 55

D

Data entry. *See* Entering data
Date Book
adding Address Book data to records 69–70
alarm 80
archive files (.dba) 36
changing event time 80
changing event to untimed 79
conduit for synchronizing 146
conflicting events 84
continuous events 81–82
creating records 57, 76–80
Day view 82
deleting records 59
display options 87
end time for Day view 88
fonts 75
menus 86, 201
Month view 85
notes for records 74
opening 52
overview 52
private records 74
purging records 60
repeating events 59, 81–82
scheduling events 76–80
selecting dates 78
start time for Day view 88
Sunday or Monday to start week 169
switching views 82
untimed events 76, 79
Week view 83, 169, 225
Dates
Expense item 105
setting current 20, 224
showing in Mail list 132
To Do List record due 96
Day (Date Book view) 76, 87
DBA (Date Book archive file) 36
Decimal point 170
Default
categories 63
currency in Expense 113
settings. *See* Preferences
Deleted
data, saving in archive files 59
e-mail, recovering 130
Deleting
applications 42, 45
Desktop software 45
e-mail 130
Graffiti characters 27
passwords 48
records 59
service templates 194
text 58
See also Purging records
Delivering e-mail 124, 127
Desktop E-Mail application
applications supported 116
managing 115–139
support of Mail features 124
Desktop software 20–23
configuring mail 116–118
for entering data 18
linking to external files 161
removing 45
saving deleted data to an archive file 59
system requirements 4
upgrading 4
Digitizer 10, 168, 223
DNS (Domain Naming System) 188
Double-booked events 84
Draft e-mail 128
Dragging
memos into other applications 55
stylus to activate features 167
using the stylus 10
Driver for infrared communication on Windows 95 156

E

Editing
records 57–59
unsent e-mail 127

Downloaded from www.Manualslib.com manuals search engine

E-mail addresses
in Address Book 90, 91
looking up 123–124
E-mail items. *See* Mail
Entering data 15–18
importing from other applications 36–37
problems with 224
using Graffiti writing 25–34
using the computer keyboard 35
using the onscreen keyboard 35
Entries. *See* Address Book
Eudora 116
Events. *See* Date Book
Excel, transferring Expense data to 109–112
Exchange 116
Exchanging data. *See* HotSync
Exclamation marks in To Do List 98
Expense
adding Address Book data to records 70–71
categorizing records 63
conduit for synchronizing 146
creating records 57, 104
currency 106, 113
date of item 105
defining new currency 107
deleting records 59
menus 112
notes for records 74
opening 56
overview 56
purging records 60
receipt details 105
reports in Excel 109–112
sorting records 71
templates for reports 110
type 106, 113
vendor 106

F

FCC Statement 241
Files, linking to external 161
Filing e-mail 129
Filters for e-mail 134–138
Finding
applications, using Graffiti writing 13
e-mail addresses 123–124
information in applications 67–71
phone numbers 69–70
using the Find application 68
Folders for e-mail 131
Fonts 75
Formats preferences 169
Frozen organizer 223

G

Games 44, 171
General preferences
alarm sounds 171
auto-off delay 170
system sounds 171
Glossary. *See* Graffiti ShortCuts
Graffiti
accented characters 32
alphabet 25, 28
basic concepts 25
capital letters 29
Command stroke 15
defined 16
Giraffe game for practicing 44
how to write characters 26
menu commands 14
moving the cursor 33
numbers 29
online Help 59, 166
problems using 224
punctuation marks 30
ShortCuts for entering data 33, 173–174
symbols 31
tips 27
writing 25–34
writing area 5, 26

H

Hard reset 218
Header information (e-mail) 119, 122

Downloaded from www.Manualslib.com manuals search engine

Help
Graffiti 59
online tips 15
Hiding records 72
High Priority e-mail filter 137
HotSync
buttons preferences 168
conduits for synchronizing applications 146–147, 219
customizing 146
defined 60
first-time operation 61–63, 162–163
for managing desktop E-Mail 117–118
HotSync Manager 61
linking to external files 161
local operation 62, 144, 227
Manager 156, 158
modem operation 145, 152, 213, 228–229
modem settings 149
network operation 152
operations using cradle 159, 176
operations using IR port 158–159, 176–179, 212
options for filtering e-mail 133–138
problems with 226–229
problems with IR HotSync operations 160
setting options 143–145
for synchronizing data 21
using with another PIM 45

I

Icons
alarm 80
application 11, 40
note 74
online Tips 15
onscreen 223
repeating event 82
Idle timeout of ISP or server connection 187
Ignoring e-mail. *See* Filters for e-mail
Importing data 18, 37
Inbox 131
Infrared
connections using 176
HotSync operations 158–159, 176–179, 212
port of your handheld 154
ports 157
problems with IR HotSync operations 160
requirements for computer 155
Infrared port. *See* IR port
Installing
applications 42–44
batteries 9
conduit to install applications 146
Desktop software 22–23, 221
Mail. *See* Mail, desktop configuration
International characters
Graffiti writing 32
onscreen keyboard 35
IP address 187, 189
IR port 8
See also Beaming information
IR. *See* Infrared
IrCOMM 154, 176
IrDA (Infrared Data Association) 154
Items. *See* To Do List *or* Expense

K

Keyboard
computer 35
onscreen 11, 35, 167

L

Letters
font style 75
Graffiti 25, 28
onscreen keyboard 35
List, in Applications Launcher 40
Locking the organizer with a

Downloaded from www.Manualslib.com manuals search engine

password 48–49, 167, 172
Login scripts 193, 233
Looking up Address Book data
to add to other records 69–70
scrolling in Address List 67
to add to e-mail addresses 123–124
Lost organizer, contact for 90
Lost records 224
Lotus
cc:Mail 116
Organizer, importing data from 36

M

Macintosh 155, 190
Mail
address lookup 123–124
attachments 134
BCC (blind carbon copy) 124, 125
changing setup 118
closing 119
confirm delivery 124, 127
confirm read 124, 127
creating 120–122
deleting e-mail 130
desktop configuration 116–118
draft e-mail 128
editing unsent e-mail 127
filing e-mail 129
filtering options 133–138
folders 131
HotSync options 117
menus 139
opening 118
overview 115–116
priority of delivery 124, 125
purging deleted e-mail 131
recovering deleted 130
replying to e-mail 122
sending 127
showing dates 132
signature 124, 126–127
sorting 132
synchronizing 118
truncating 138
viewing e-mail 118
Main applications 12
Maintenance information 215
Memo Pad
adding Address Book data to records 69–70
archive files (.mpa) 36
categorizing records 63
conduit for synchronizing 146
creating records 57, 99
deleting records 59
dragging memos into other applications 55
fonts 75
menus 100, 103
opening 55
overview 55
private records 74
reviewing memos 99
sorting records 71, 225
Memory
amount of free 232
for beaming 230
Calculator 102
regaining 60, 222
Memos. *See* Memo Pad
Menus 13–15, 223
Address Book 92
choosing 14
command equivalents (Graffiti writing) 14
Date Book 86, 201
Edit menu 58–59
Expense 112
Mail 139
Memo Pad 100, 103
menu bar 11, 13
Network Preferences 195
To Do List 98
Microsoft
Excel, transferring Expense data to 109–112
Exchange 116
Microsoft Windows 95, 98, NT 155
Modem
HotSync operations via 148–152,

Downloaded from www.Manualslib.com manuals search engine

209–213, 228–229
preferences 175
Modem connections 175, 176
Monday, to start week 170
Month (Date Book view) 85, 87
Moving the cursor (Graffiti writing) 33
MPA (Memo Pad archive file) 36

N

Network
connecting 186
connection type 187
idle timeout 187
password 182
phone settings 183
preferences 180–196
primary DNS 188
secondary DNS 188
selecting service 180
TCP/IP 180
user name 181
Network HotSync operation 152
Network Preferences screen 193
Notes, attaching to records 74
Numbers
decimal point and thousands separator 170
Graffiti writing 29
onscreen keyboard 11, 16, 35

O

Onscreen keyboard 16, 35, 59
pen stroke to open 167
Opening
Address Book 53
applications 12–13
Calculator 56
Date Book 52
Expense 56
Mail 118
Memo Pad 55
To Do List 54
Organizer (Lotus PIM) 36
Outbox 127, 131
Overlapping events 84
Owner preferences 172

P

Palm Desktop software. *See* Desktop software
Palm III
battery door 9
battery installation 9
contrast control 8
cover 7
Passwords 47–49
changing 48
creating 47
deleting 48
for network 182
forgotten 49, 231
Pasting text 58
Payment, Expense item 106
Pen stroke, full-screen 166–168
Phone Lookup 69–70
Phone numbers
selecting for Address List 91
selecting types 90
Phone settings for ISP or dial-in server 183–185
Pick lists 11
PIM (personal information manager)
using HotSync Manager with 45
using with organizer 24
Plug-in applications for login scripts 191
Port. *See* Serial port
Ports
IR on handheld 154
serial on handheld 176
simulated for infrared communication 157
Power button 6
PPP 187
PRC (application file extension) 43
Preferences 19
Buttons 166
choosing 41
Digitizer 168
Formats 169

Downloaded from www.Manualslib.com manuals search engine

General 170
HotSync buttons 168
Modem 175
Network 180–196
Owner 172
ShortCuts 173
Primary DNS 188
Printing
expense reports from Excel 109–112
records from applications 22
Prioritizing To Do List records 94, 98
Priority of delivery (e-mail) 125
Private records
displaying and creating 72–74, 224
lost with forgotten password 49
See also Security
Punctuation marks
Graffiti writing 30
onscreen keyboard 35
Purging
deleted e-mail 131
records 60
See also Deleting

R

Range of times in Day view 88
Reading e-mail on organizer 118
Receipts, recording in Expense 105
Records
Address Book 89
beaming 141
choosing categories 63
creating 57
Date Book 76
defined 57
deleting 59
displaying a category of 64
editing 57–59
Expense 104
fonts 75
hiding private 47, 72
lost 224
Memo Pad 99
notes for 74
number of 232
private 72–74
purging 60
sorting 71–72
To Do List 94
Recovering
deleted e-mail 130
filed mail 130
Removing
applications 45
Desktop software 45
Renaming categories 65
Repeating events
deleting from Date Book 59
scheduling 81
Replying to e-mail 122
Rescheduling events 80
Resetting organizer
hard reset 218
location of reset button 8, 217
soft reset 217
Retrieving e-mail. *See* Filters for e-mail

S

Saving
data 39, 57, 59
draft e-mail 128
Scheduling events 76–80
Screen
backlight 6
blank 223
calibrating 10, 168
caring for 215
touching with your finger 5
Scroll bar 12
Scroll button 6
Searching. *See* Finding
Secondary DNS 188
Security 47–49
changing password 48
deleting password 48
displaying owner's name 172
forgotten password 49
locking the organizer 48
private records 72–74

Downloaded from www.Manualslib.com manuals search engine

Security keys 190
Selecting
date for event 78
e-mail to be synchronized. *See* Filters for e-mail 134
phone numbers in Address Book 90
text 58
Sending
e-mail 120–122, 127
Serial connector 9
Serial port 22, 145, 148
Serial port of handheld 176
Service templates 186, 194
Service, selecting for network 180
set queryDNS, command for login scripts 193
Settings. *See* Preferences
ShortCuts
backing up 146
managing 173–174
menu commands 14
predefined 34
using 33
Showing dates in Mail list 132
Signature for e-mail 126–127
Simulated port for infrared communication 157
Soft reset 217
Sorting
applications 40
e-mail items 132
records 71–72, 225
Sounds. *See* Alarm *and* System sounds
Starting applications 13
Storing e-mail 129
Stylus
dragging with 10
pen stroke to activate a feature 166
tapping with 10
writing with 8, 25
Sunday, to start week 170
Symbols
for currency 106
in Graffiti writing 31
Synchronizing data. *See* HotSync
System conduit 146
System requirements for Desktop software 4
System sounds 171

T

Tab delimited files, importing data from 36
Tapping 10, 223
TCP/IP 180, 195
TDA (To Do List archive file) 36
Technical Support 221
Templates for expense reports 110
Text
copying 58
cutting 58
entry. *See* Entering data
fonts for 75
selecting all 58
Text files, importing data from 36
Thousands separator 170
Time
alarm setting 80
format 169
setting current 19
setting event 76
start and end for Date Book Day view 88
Time bars in Date Book 87
Tips, online 15
To Do List
adding Address Book data to records 69–70
archive files (.tda) 36
categorizing records 63, 98
checking off items 95
completed items 97
completion date 97
conduit for synchronizing 146
creating records 57, 94
deleting records 59
due date 96, 97, 98
fonts 75
menus 98
notes for records 74

Downloaded from www.Manualslib.com manuals search engine

opening 54
overview 54
prioritizing records 94, 98
private records 74
purging records 60, 97
sorting records 71
Today. *See* Current date
Token-based authentication systems 190
Transferring data. *See* HotSync
Troubleshooting 160
Truncating e-mail 138
Turning off organizer
automatically 170
pen stroke for 167
problems with 223
Turning on organizer
application buttons 5
displaying owner's name 172
power button 6
problems with 222

U

Undoing actions 58
Uninstalling Desktop software 45
Unresponsive organizer 223
Unsent e-mail, editing 127
Untimed events 76, 79, 81
Updating data. *See* HotSync
Upgrading Desktop software 4
User name
for ISP 181
identifying organizer 172
User profiles 162

V

Vendor for Expense item 106

W

Web sites 156
Week (Date Book view) 83–84, 169, 225
Writing area 5
Writing. *See* Entering data

X

XLT (Expense report template in Excel) 110

Downloaded from www.Manualslib.com manuals search engine